DOCUMENT RESUME

ED 104 423 IR 001 827

AUTHOR	West, Martha W.; Koch, Rowena A.
TITLE	Interlibrary Request and Loan Study; 1973 Report.
INSTITUTION	San Jose State Univ., Calif. Dept. of Librarianship.
PUB DATE	74
NOTE	99p.
EDRS PRICE	MF-$0.76 HC-$4.43 PLUS POSTAGE
DESCRIPTORS	*College Libraries; *Cost Effectiveness; *Facsimile Transmission; Higher Education; *Interlibrary Loans; Library Circulation; Library Cooperation; Library Materials; Library Research; Staff Utilization; Tables (Data); Time; Unit Costs; *University Libraries
IDENTIFIERS	California; *California State University and Colleges

ABSTRACT

In the spring of 1973, a study was conducted of the interlibrary lending (ILL) process at the California State University and Colleges (CSUC) libraries. Twelve of the 19 CSUC campuses were involved in the study--four in northern California and eight in southern California, the latter already experimenting with telefacsimile interlibrary loan equipment. Each person involved in ILL transactions filled out pre-printed time sheets which described every activity associated with ILL. Sheets were coded for campus, week of study, employee class code and salary. In addition, the study coordinator at each campus was responsible for tallying production units, including number of ILL requests received, number filled, and amount of photocopy. Labor costs were computed to derive unit costs and production unit costs. For each campus, an activity breakdown in dollars and hours was calculated by type of personnel involved. Another aspect of the study was an analysis of the ILL transactions themselves: type of material involved, user types, and transaction times. Of the 3,490 transactions analyzed, the mean labor cost per transaction was $4.73; $5.94 when telefacsimile transmission was used. There was no significant difference in transaction time between traditional and telefacsimile transmission methods. (SL)

ED104423

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

REPORT

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Martha W. West and Rowena A. Koch
Department of Librarianship
San Jose State University
San Jose, California

1974

IR 001 827

TABLE OF CONTENTS

Page

Acknowledgments i

Report

I. Introduction 1

II. Methodology 2
- A. Sample Selection 2
- B. Labor Cost Data Collection 2
- C. Interlibrary Loan Transaction Analysis 4
- D. Telefacsimile Operation 4
- E. Interlibrary Loan Policy 4

III. Summary of Cost Study Results 5
- A. Labor Costs 5
- B. Telefacsimile Costs 6

IV. Analysis of Interlibrary Loan Transactions 8

V. Summary and Conclusions 18

VI. References 20

Appendices

A. Interlibrary Request and Loan Study Worksheets 21
- 1. Preliminary Instructions 21
- 2. Definitions 23
- 3. Production Units 24
- 4. Unit Cost Display (Factorials) 25
- 5. Summary Cost Display (Factorials) 26
- 6. Daily Work Sheet (Borrowing) 27
- 7. Weekly Work Sheet (Borrowing) 28
- 8. Daily Work Sheet (Lending) 29
- 9. Weekly Work Sheet (Lending) 30
- 10. Daily Work Sheet (Production Units) 31
- 11. Weekly Production Units Work Sheet 32
- 12. Summary Cost Display 33
- 13. Production Unit Summary 34
- 14. Unit Cost Display 35
- 15. Activity Detail 36
- 16. Conversion Tables 39
- 17. Selected Campus and Employee Codes 40
- 18. Relation Between Activities and Production Units 41

B. Time and Cost Data 43

C. Library Profile 71

D. Borrowed Periodicals Analysis 77

TABLE OF CONTENTS (CONT.)

List of Tables — Page

I. Ranked Unit Costs of ILL Transactions (Labor Only) 5

II. Ranked Units Costs of Labor Plus Telefacsimile Costs 6

III. Ranked Approximate ILL Costs Per Transaction (Filled and Unfilled) 7

IV. Borrowing Information From ILL Forms – March 19 to April 21, 1973 13

V. Lending Information From ILL Forms – March 19 to April 21, 1973 14

VI. Periodicals Borrowed 15

List of Figures

1-A Libraries Borrowed From 10

1-B Libraries Lent To 10

2-A Types of Material Borrowed 11

2-B Types of Material Lent 11

3-A Age of Items Borrowed 12

3-B Age of Items Lent 12

4 "Borrowed From" Turnaround Time – Day Request Sent to Borrow Material to Day of Receipt 16

5 "Loaned to" Turnaround Time – Day of Receipt of Request From Another Library to Day Material Sent 17

ACKNOWLEDGMENTS

The cooperation and assistance of the interlibrary loan staffs of the twelve CSUC libraries involved in this study is gratefully acknowledged. Their willingness to maintain full and complete duplicate files, as well as to cope with difficult problems of copying, while continuing to maintain a high level of service, made this report possible.

Financial and moral support was provided throughout the study by Mr. Ransom Wood, Associate for Library Development and Services. We are especially grateful for his comments, and those of Dr. Neal Harlow, on the draft of this report.

Our appreciation goes also to Mr. Manuel Uy, San Jose State University Data Center, for writing the program to process and display the cost data presented in this report.

I. Introduction

In the spring of 1973 The California State University and Colleges (CSUC) undertook a study of interlibrary requests and loans among a sample of its libraries. The immediate impetus for the study was the distribution of the draft of the Department of Finance report *Library Cooperation: A Systems Approach to Inter-institutional Utilization.*[1] In addition, the study represented one aspect of an on-going analysis of library operations in general.

The *Report* recommended the establishment of a courier-based interlibrary loan network which would link by van all of the CSUC and UC libraries with the exception of Humboldt, Bakersfield and San Luis Obispo. Communication of requests would be expedited by use of teletype and the filling of these requests by use of a regularly scheduled courier. More efficient interlibrary lending would thereby maximize utilization of existing library collections and minimize collection duplication. Savings thus assured from acquisitions budgets would pay for the costs of transportation and the additional personnel required to process the increase in interlibrary lending. The *Report* details these costs, provides a formula for predicting savings, and proposes a staffing level.

The response to the draft of the Department of Finance report prepared by the Chancellor, CSUC,[2] indicated that the costs of the proposed interlibrary loan network were underestimated in several areas. Additionally, the authors of the *Report* had failed to consider the cooperative efforts already in existence – especially the telefacsimile network operating among eight of the southern CSUC campuses – or to study existing patterns of interlibrary lending. Tentative plans for the establishment of Regional Resource Libraries and/or a Periodicals Bank within CSUC were also ignored.

The feasibility and associated costs of the courier-based network will not be addressed in this report as this matter has been most effectively analyzed by Charles Martell in his *Design for an Interlibrary Loan Network Based on a Twenty-Four Hour Turnaround Time for the UC and CSUC Campuses of Northern California.*[3]

This report is concerned with two aspects of the interlibrary lending process: the times and associated personnel costs of the activities required in the borrowing and lending of library materials; and an analysis of the interlibrary loan transaction itself – type of material involved, user types, and time required for the completion of the transaction. In order to disrupt normal activities as little as possible, these parallel studies were conducted during the same period of time.

II. Methodology

A. Sample Selection

A previous study of specific technical processing costs within the CSUC libraries[4] had involved all nineteen campuses and had produced massive amounts of data which were difficult to code, process, and interpret. Because of the limited time and resources available, it was decided to limit this study to a sample of CSUC libraries. Eight of the southern campuses were at the time (Spring 1973) involved in an experiment using telefacsimile equipment to expedite the transmission of interlibrary loan requests and of responses as to availability. These campuses – Dominguez Hills (DH), Fullerton (Fl), Long Beach (LB), Los Angeles (LA), Northridge (No), Pomona(Po), San Bernardino (SB), and San Diego (SD) – were selected for the study in addition to four from the north – Chico (Ch), Humboldt (Hu), San Francisco (SF), and San Jose (SJ). The rationale for this choice was as follows: two are large metropolitan campuses, one of which (SF) is inside the restricted area for interlibrary borrowing from Berkeley, and one (SJ) outside.* The other two are remote from other library resources and one (Hu) is specifically excluded from the courier-based interlibrary loan network proposed by the Department of Finance.

B. Labor Cost Data Collection

The methodology for the labor time/cost study was based upon that developed by Westat in its study of interlibrary loans for the Association of Research Libraries,[5] and was conducted in a manner similar to that employed in the previous CSUC Technical Processing Cost Study. A coordinator, in this instance the Interlibrary Loan Librarian, was appointed for each campus and a preliminary meeting was held with them on March 14, 1973. Definitions of terms and forms [Appendices A(1)-A(18)] to be used in the study were sent to them for review prior to this meeting. Since there was no common academic calendar for the 12 campuses – some were on semester, some on "early" semester, some on quarter schedules – great difficulty was experienced in identifying a time period for the study which would be representative of normal interlibrary loan activity. The following schedule was finally agreed upon:

March 19-23 – Pre-test
April 11 – Meeting of Coordinators
April 23-May 11 – Data Collection

While the Interlibrary Loan (ILL) Librarian was appointed as campus coordinator for the study, it was realized that much of the actual work involving interlibrary loan transaction was performed by sub-professionals and student assistants. At the meeting on March 14, it was requested that at least one sub-professional from each ILL department accompany the coordinator so as to optimize communication regarding procedures, definitions, reporting, etc. This was a wise decision, as much of the subsequent communication between the Project Director and the campuses was via these sub-professionals. However, the coordinators were responsible for training participants on campus, seeing that individual work sheets were completed accurately, and forwarding them to the Project Director at the end of each week.

The results of the pre-test were such that it was not necessary to have another meeting with the coordinators. Worksheets from each campus were carefully reviewed by the Project Director and the Project Research Assistant and marked copies returned to the coordinator for any necessary

---

*UC Berkeley will not provide interlibrary loan services for any library within a 50-mile radius except for other UC campuses.

clarification. Additional definitions of terms were provided at this time and two new activities – 1.3 stamping and pre-typing ILL forms; 5.4 insurance – were added to the work sheets. Final forms were prepared and distributed to the campuses in time for the actual data collection.

The study differed from that performed by Westat in that it was not possible to keep transaction journals of each or selected ILL transactions. Such transaction journals would provide needed information regarding unfilled requests of which we have little empirical knowledge.

The study was similar to the Technical Processing Cost Study in that it measured only the actual time spent in performing specifically defined activities and did not in any way attempt to measure all of an individual's working day or week. Because of the "part-time" aspect of ILL activities in many libraries, it would have been difficult to do otherwise and reach any meaningful conclusions.

Each person involved in ILL transactions (with the exception of the reference librarians who merely referred users to the ILL librarians) was asked to fill out pre-printed daily work sheets [Appendices A(6) Borrowing and A(7) Lending] which described every activity associated with ILL that had been identified by the Project Director and campus coordinators. Time spent in performing these activities was recorded in tenths of hours for each occurrence and totaled at the end of the day. Instructions for converting actual minutes to tenths of hours were included as Appendix A(15). This was done for the convenience of an existing computer program which was anticipated as being used for the final data reduction, but actually was not. Since such conversion can be done most effectively on the computer, it is not recommended that this procedure be followed in other studies.

Each work sheet was identified by use of a campus code, week of the study, employee class code, and hourly salary [Appendix A(17)]. Actual salaries were used rather than attempting to use a median or middle range figure. This was important in this situation since there were a wide variety of positions involved, ranging from a Librarian IV to the lowest paid student assistant. Space was provided on the worksheets for the name of the individual reporting (author) if this was so desired by the individual campus.

Information from daily work sheets was then transferred to weekly summary forms [Appendices A(7) Borrowing and A(9) Lending] which were pre-printed for ease of keypunching. Both daily and weekly forms were then forwarded to the Project Director for final checking before processing.

In addition to the individual work sheets, each coordinator was responsible for tallying and recording daily production units which were then summarized on a weekly form that was ready for keypunching [Appendices A(10) and A(11)]. These production units represented such things as the number of ILL requests received, number of pages photocopied, number of requests filled, etc., and were used together with the labor cost data to compute unit costs and activity costs [Appendices A(4) and A(5)]. Appendix A(18), Relationship Between Activities and Production Units, was provided to the participants as an aid in filling out these forms and as a checking reminder for the coordinators.

It was originally intended that the data collected in this study would be processed through the computer program developed for the Technical Processing Cost Study. For a number of reasons this was not feasible, and therefore a special purpose program was written at San Jose (the Project Director's home campus) and run on the local computer. Appendices A(12), A(13), A(14) and A(15) represent display instructions to the programmer.

Factorials used to compute costs and display forms were provided to the coordinators at the beginning of the study so as to provide a better understanding of the study methodology and to give them an idea of what the final result would look like [Appendix A(3)].

C. Interlibrary Loan Transaction Analysis

Another aspect of this study was the analysis of the ILL transactions themselves as gathered from copies of ILL forms. Each of the participating campuses was asked to make a copy of each request sent, received, or completed during the month of March. Again, because of calendar variances, this time period was amended to March 19 through April 21, 1973. This five-week period allowed for a four-week data collection effort as each of the campuses was on quarter break or Easter vacation during this period.

Some difficulties were experienced in making readable copies of the standard American Library Association (ALA) ILL form due to the paper and ink colors of the NCR copies. The coordinators exercised great ingenuity and patience in providing full information.

At the end of the period, it was also requested that copies of any ILL transactions still pending be forwarded for analysis. These were useful in determining the time lags between request and receipt of material.

In order to assure confidentiality, each coordinator was requested to block out in some manner the *name* of the person requesting an ILL, but to include the status of the borrower – faculty, staff, student, etc.

These forms were forwarded to the Project Director for analysis which was performed manually by the Research Assistant.

D. Telefacsimile Operation

Since the telefacsimile network operating among the eight southern campuses was an experiment being funded by the Chancellor's Office, it was necessary to isolate information regarding this operation insofar as possible. Cost data regarding equipment and telecommunications were collected at the Chancellor's Office which acted as the central node for the network. This study provided input as to labor costs over and above those incurred as part of the regular ILL operation and a comparison of transmittal and receipt times with usual methods.

As first implemented, the libraries had a prescribed pattern of a hierarchic nature for transmitting ILL requests among themselves. This had been established as a perception of ILL traffic which proved incorrect. By the time this study was undertaken, the libraries were contacting each other directly.

Activities associated with the telefacsimile operation were so identified and specified in the activity work sheets and reported as such. Attempts to identify individual ILL requests transmitted via telefacsimile proved impracticable, even though most of the libraries used a special form for telefacsimile transmittal.

It should be born in mind that the telefacsimile operation is limited to the transmitting and receiving of ILL requests and status reports only. No actual ILL material is being sent this way at the present time. The reasons for this are obvious when one looks at the costs involved.

E. Interlibrary Loan Policy

At the same time that these studies were being undertaken, each library was asked to fill out a "Library Profile" (Appendix C) describing its ILL borrowing and lending policies. It was anticipated that this information might form the basis for the development of a common policy for all of CSUC. Such a policy has been proposed by the CSUC Interlibrary Loan Study Committee and is currently under consideration by the campuses.

III. Summary of Cost Study Results

A. Labor Costs

Labor times and associated costs for ILL activities are presented in Appendix B. Page 1-A is a general cost summary, 1-B, the production unit summary, and 1-C, the unit cost display. The following pages present for each campus an activity breakdown in dollars and hours by type of personnel involved – professional, library assistant, clerical, and student assistant.

Total labor costs for borrowing range from $1.48 to $5.70 with a mean of $3.47. Total labor costs for lending range from $.62 to $2.71 with a mean of $1.26. The range for labor costs only in the telefacsimile operation is from $.22 to $.55 with a mean of $.36. The mean cost of an interlibrary loan (borrowed or lent) is $4.73 when obtained through traditional methods; $5.09 when telefacsimile transmission is employed for the request process.

It is difficult to compare these figures with those reported in the Westat study since they do not include overhead or material costs. Also the CSUC figures include unfilled requests since it was impossible, given the study configuration, to distinguish these from filled requests.

However, using the model proposed in the Westat study, it is possible to extrapolate from the data available to provide some basis for comparison. If we take the mean borrowing cost of $3.47 for CSUC and add to this 15% for fringe benefits (actually, the more correct figure for this system would be 13%), 50% for overhead and $0.60 for direct costs,* we arrive at a cost of $6.33, considerably less than the $7.61 estimated by Westat. Similarly, we can take the mean lending cost to CSUC of $1.26 and perform the same operation to arrive at a cost of $2.68 which is far below the Westat estimate of $5.82.

Before congratulating ourselves too hastily, another caveat must be made. The Westat study sampled 80 institutions and while some of these are much smaller than the larger CSUC campuses, many were of the order of magnitude of Berkeley and UCLA and thus not only have a much greater ILL traffic, but also one of a much more difficult nature.

Examination of the individual campus activity reports will show a wide variation in the use of staff personnel for the ILL function. It is not possible to tell from the limited analysis made of costs vs. personnel used whether it is more efficient to use only non-professional personnel in the ILL department or a mix. Correspondingly, it is not readily apparent whether the number of ILL transactions has any influence on unit costs up or down although the two campuses with the most activity rank seventh and tenth in decreasing unit costs (Table 1).

TABLE I

Ranked Unit Costs of Interlibrary Loan Transactions (Labor Only)

Library	(Code)	ILL Labor	Telefacsimile Labor	Total Labor
LB	40	$7.49	$.34	$7.83
Po	10	7.13	.53	7.66
Ch	20	6.36	–	6.36
DH	55	5.20	.55	5.75
LA	45	5.27	.28	5.55
FI	50	5.23	.25	5.48
SD	65	3.76	.44	4.20
SJ	80	3.96	–	3.96
Hu	30	3.94	–	3.94
No	70	3.19	.22	3.41
SB	63	2.52	.26	2.78
SF	75	2.69	–	2.69

*Figures used in the Westat study.

Comparison of costs has been made with those reported in the Westat study primarily because of the similarity of data collection methods and its recent date. Perhaps a more appropriate comparison might be made with the results reported from a study made at Trent University, Ontario and involving 13 other university libraries.[6] Their reported staff costs (productive hours only) for borrowing equal $2.95 per transaction and for lending, only $0.75 per transaction. These figures are considerably lower than those reported by CSUC, but the operation is somewhat different. A courier service is utilized among the universities (costs not included in above figures), which possibly implies that less time is spent in packaging materials for shipment and other activities of this nature.

B. Telefacsimile Costs

The costs reported above and presented in Appendix B are for labor costs only, even though those relating to the operation of the telefacsimile network are specifically identified. During the period of data collection, statistics were being collected at the Chancellor's Office as to the number of transmissions made by each campus for ILL purposes only. Since the telefacsimile equipment is also utilized for administrative purposes, this was done by means of a daily log maintained in the office of the Associate for Library Development and Services. Number of transmissions, telecommunication costs, and equipment rental were combined to arrive at a unit cost per request sent or received via telefacsimile. Telecommunication costs will vary depending upon whether the library used the ATSS network (state leased lines) or the public telephone system. In some cases both were used due to problems with image transmission via ATSS. Equipment used was the Graphic Sciences DEX 180 with rental costs being paid from funds made available to the Chancellor's Office. However, for purposes of arriving at a realistic cost per transaction, these rental costs were pro rated among the using campuses for the period of this study. Table II represents the mean cost per campus for an ILL transaction where the request was transmitted via telefacsimile. The cost was arrived at by taking the mean labor cost for an ILL from Table I and adding to it the mean cost per telefacsimile transmission (rental plus telecommunications cost). The extremely high figure of $4.65 for equipment rental and telecommunication costs per transmission is explained by the fact that only 18 messages were transmitted during the study period. The mean telefacsimile cost for equipment and telecommunications per transaction is $0.85; when added to the mean ILL labor cost involving telefacsimile of $5.09, we arrive at a mean cost of $5.94.

TABLE II

Ranked Unit Costs of Labor Plus Telefacsimile Transmission Costs

Library	(Code)	Interlibrary Loan + Telefacsimile Labor	+	Telefacsimile Equipment and Telecommunication Costs	=	Total
DH	55	$5.75		$4.65		$10.40
Po	10	7.66		2.04		9.70
LB	40	7.83		.68		8.51
FI	50	5.48		.95		6.43
LA	45	5.55		.87		6.42
SD	65	4.20		.79		4.99
SB	63	2.78		1.04		3.82
No	70	3.41		.39		3.80

Because of the difficulty in isolating material costs – forms come out of the library supplies and services budget, use of the state leased and public telephone lines are absorbed by the campus communications budget and mail handling is paid for by the campus mailroom, etc. – no attempt was made to try to add these to labor costs in arriving at transaction costs. However, using the Westat formula of $0.60 per transaction for direct costs, we can estimate a total ILL cost. The $0.04 alloted by Westat for communications will be omitted from the calculations of the libraries using telefacsimile, which presumably takes the place of the telephone or teletype. These total mean costs per library are shown in Table III with the ranking now being in order of total approximate cost. The mean cost per ILL transaction (filled or unfilled) within the sample of CSUC libraries studied in spring 1973 was, therefore, $6.49.

TABLE III

Ranked Approximate Interlibrary Loan Costs Per Transaction
(Filled and Unfilled)

Library	(Code)	Labor Cost	+ Telefacsimile Labor	+ Telefacsimile Equipment and Telecommunications	+ Direct Costs	= Total
DH	55	$5.20	$.55	$4.65	$.56	$10.96
Po	10	7.13	.53	2.04	.56	10.26
LB	40	7.49	.34	.68	.56	9.07
Fl	50	5.23	.25	.95	.56	6.99
LA	45	5.27	.28	.87	.56	6.98
Ch	20	6.36	–	–	.60	6.96
SD	65	3.76	.44	.79	.56	5.55
SJ	80	3.96	–	–	.60	4.56
Hu	30	3.94	–	–	.60	4.54
SB	63	2.52	.26	1.04	.56	4.38
No	70	3.19	.22	.39	.56	4.36
SF	75	2.69	–	–	.60	3.29

IV. Analysis of Interlibrary Loan Transactions

Copies of all interlibrary loan requests from each campus for the period March 19 to April 21, 1973 were forwarded to the Project Director and coded by the Project Research Assistant. Computer manipulation of these data would have been valuable, especially for cross tabulation, but programming resources were not available at this time. Had such support been available, it would have been possible to do much more in the way of analysis of relationships among variables than was possible in a manual system.

ILL requests for loans from other libraries (borrowing) were analyzed as to: borrower's status, type of material, language of material, date of publication, where material was borrowed from, number of days from sending of request to receipt of material and physical format of material received. In addition, those requests returned as being unable to fill were analyzed as to the reason unfilled. This information is summarized in Table IV and shown in Figures 1-A, 2-A and 3-A.

Requests from other libraries for loans from CSUC libraries (lending) were analyzed as to: type of material, date of publication, type of library lent to, number of days from receipt of request to sending of material, physical format of material sent, and the reasons why requests were not filled. This information is summarized in Table V and shown in Figures 1-B, 2-B and 3-B. Subject analysis of items borrowed or lent was not attempted.

As input to the feasibility study of the proposed CSUC periodicals bank, a special analysis was made of periodicals borrowed (Appendix D). Of particular interest is the number of ILL transactions undertaken for the purpose of replacing missing pages from material actually owned by the library. This represents 31% of the total number (830) of periodicals borrowed during the study period. This information is summarized in Table VI.

A further ILL analysis of periodicals was made for each library by title. This information is presented in Appendix D and should be of particular value to the collection development librarians in participating libraries.

A total of 3,490 ILL transactions took place during the period of this study: of these 2,383 were requests for material to be borrowed and 1,107 were for material to be lent to other libraries; that is, more than twice as many items were borrowed (or attempts made to borrow) as were lent. Forty-one per cent (41%) of these transactions took place among CSUC libraries, 41% with other academic libraries and the remaining 18% were with public, special and miscellaneous other libraries. (Figures 1-A and 1-B.) No distinction was made as to whether these were in-state or out-of-state, but the number of items borrowed from UC (589) was noted.

With regard to the type of material requested (Figures 2-A and 2-B), it is interesting to note that 42% of the requests were for books, with 1,094 being borrowed and 364 lent. There has been a general assumption in academic libraries that the majority of interlibrary loans are for periodical material, an assumption these data appear to contradict. Another widespread assumption is that most requests are for older material, whereas in this study a near-majority (48%) of transactions involved material published in the decade 1963-1973. (Figures 3-A and 3-B.) Twenty-seven per cent (27%) of the periodicals borrowed were issues published between 1970 and 1973. It should be noted that this study took place in the spring of 1973, when many late 1972 and early 1973 issues were not available in any library.

There was surprisingly little foreign language material involved in the interlibrary loan transactions studied, i.e., 247 items or 10% of the total number of items borrowed and only 16 foreign language items lent. The largest percentage of this foreign language matter (28%) was in the German language, although Spanish was close with 23% and French followed with 18%. The 31% characterized as "other" included Russian, Japanese, Swedish and other languages. It might be

speculated that the reason for the higher demand for German language material was due to the amount of scientific information published in that language, but this is pure speculation and cannot be verified without further analysis of the ILL forms.

The major portion of material was both lent and borrowed in the original, with a much smaller use of photocopy that might be expected. Insofar as it was possible to determine, 53% of the transactions involved original material, 42% were photocopies and only 4% were in microform. Most of the material obtained to replace "missing pages," however, was in photocopy.*

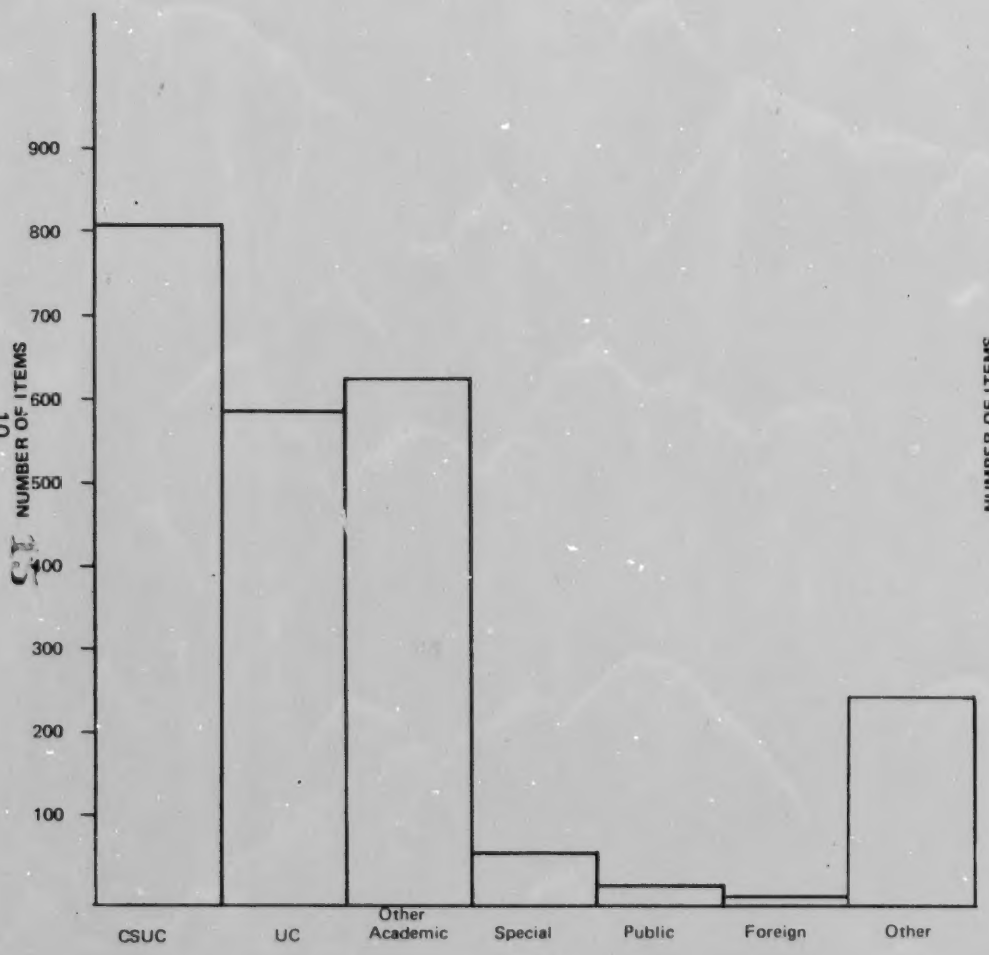
As in the Westat study, the reason for the largest number of requests "not filled" was that the material was not owned by the library. A total of 583 requests could not be filled, of which 49% were not owned by the requested library. Thirty-nine percent (39%) were non-circulating or not available, and a variety of reasons account for the remaining 12%.

One of the areas of concern with regard to interlibrary loans is the amount of time required to complete the transaction. Therefore, both requests sent to other libraries to borrow material and requests received from other libraries to lend material were tabulated as to the number of days required to complete the transaction. Turnaround time is expressed in terms of 0-4, 5-9, 10-19, 20-29, 30-49, 50+ days and transactions incomplete at the end of the study (Figures 4 and 5). These were actual calendar days and not Monday through Friday "working days." The borrowing library has very little control, if any, over the amount of time the lending library will take to send requested material or otherwise to respond to an ILL request. Therefore, it is not surprising that only 41% of the requests for borrowing were filled within 19 days and 42% remained unfilled at the end of the five-week data collection period. Also, some of the requests studied probably were made prior to the initiation of the study. However, with respect to lending, 63% of the requests were sent within 9 days of receipt of the request by the lending library, and of these, 28% within 4 days. One library filled, within the 0-4 day period, an amazing 195 requests, which accounted for 56% of the total loan requests received by that library. This library was not only a part of the telefacsimile network, but employed a courier for pick-up and delivery within its own geographic area. Several of the libraries utilized the computer center courier service, but only for certain transactions. While only 5% of the requests took more than 20 days to fill, a disturbing 20% remained unfilled at the end of the data collection period.

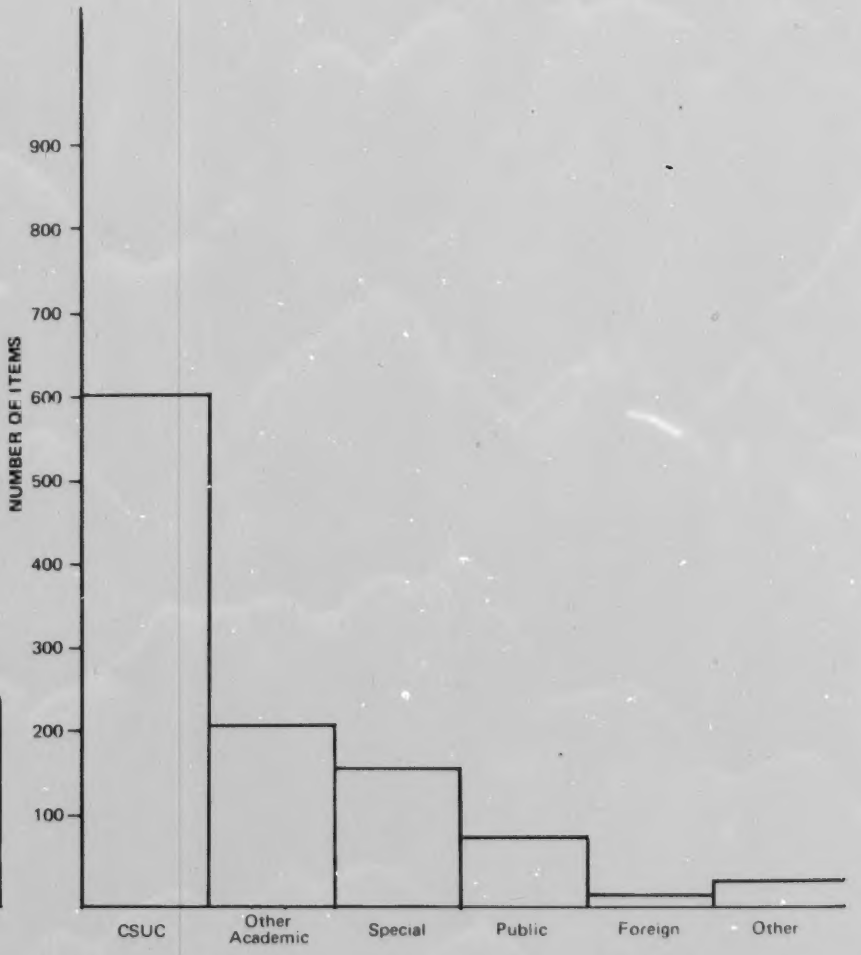
It was originally intended in this study to try to determine which of the requests that took an excessive period of time to fill had to be sent to more than one library. However, since those libraries using the ALA ILL forms had to prepare a new form for each transaction, it was not possible to trace this activity. This would be valuable information and could be obtained through use of the transaction diary technique used in the Westat study.

---

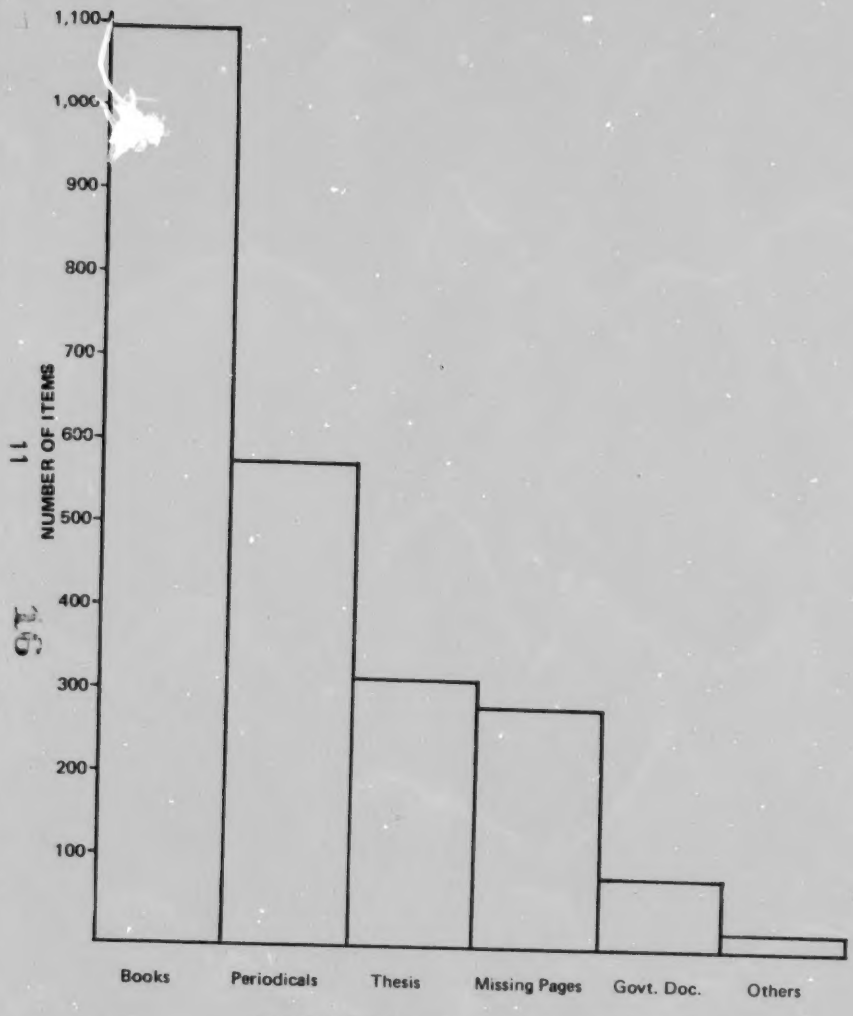
*It will be noted (Tables IV and V) that it was not possible to determine format for some items lent or received, so these totals are not compatible with other classifications in the same tables.



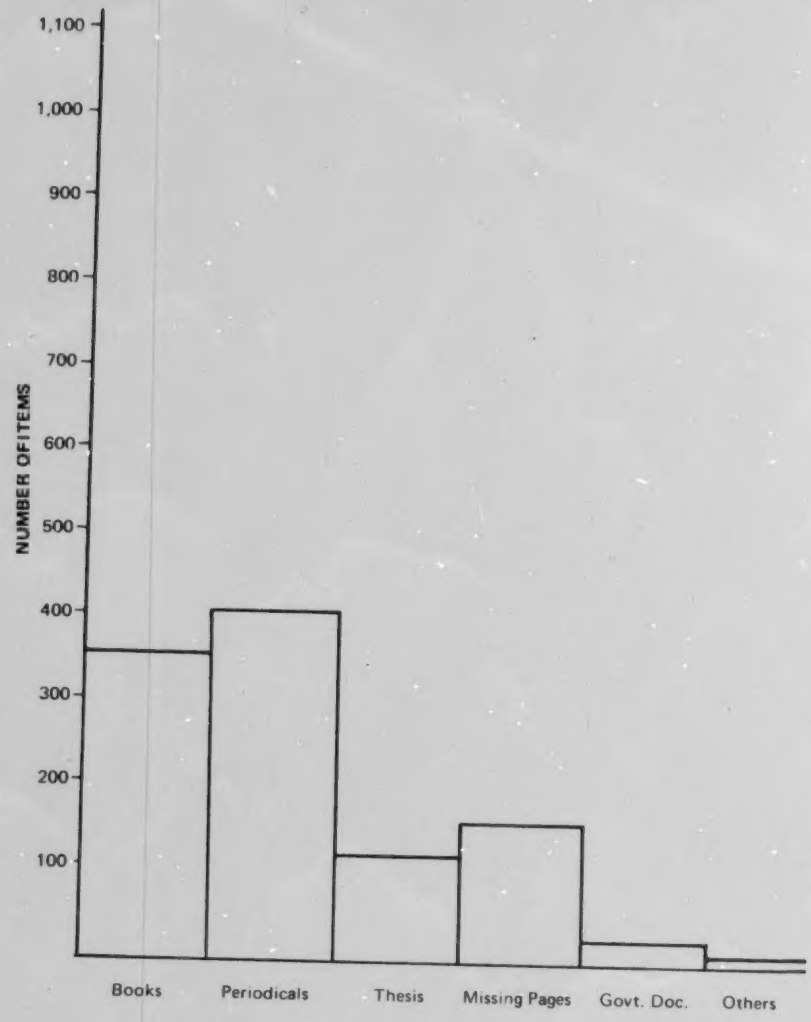
LIBRARIES BORROWED FROM
FIGURE 1-A



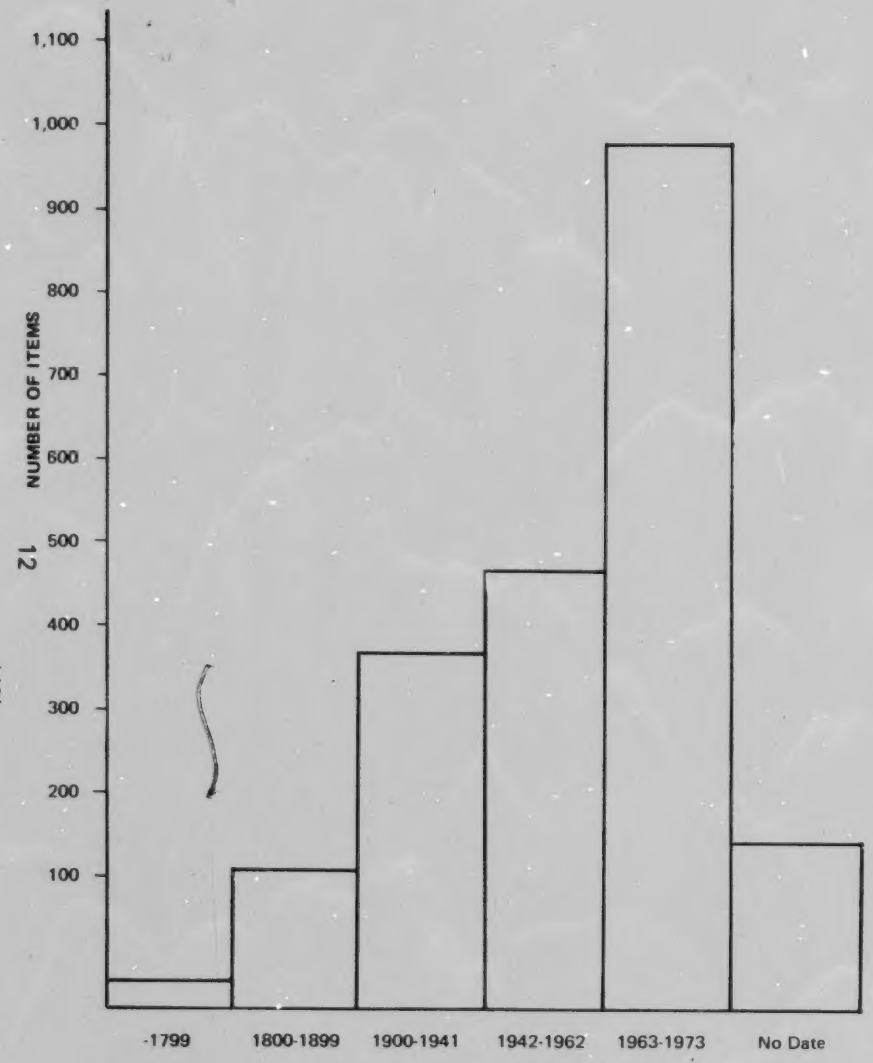
LIBRARIES LENT TO
FIGURE 1-B



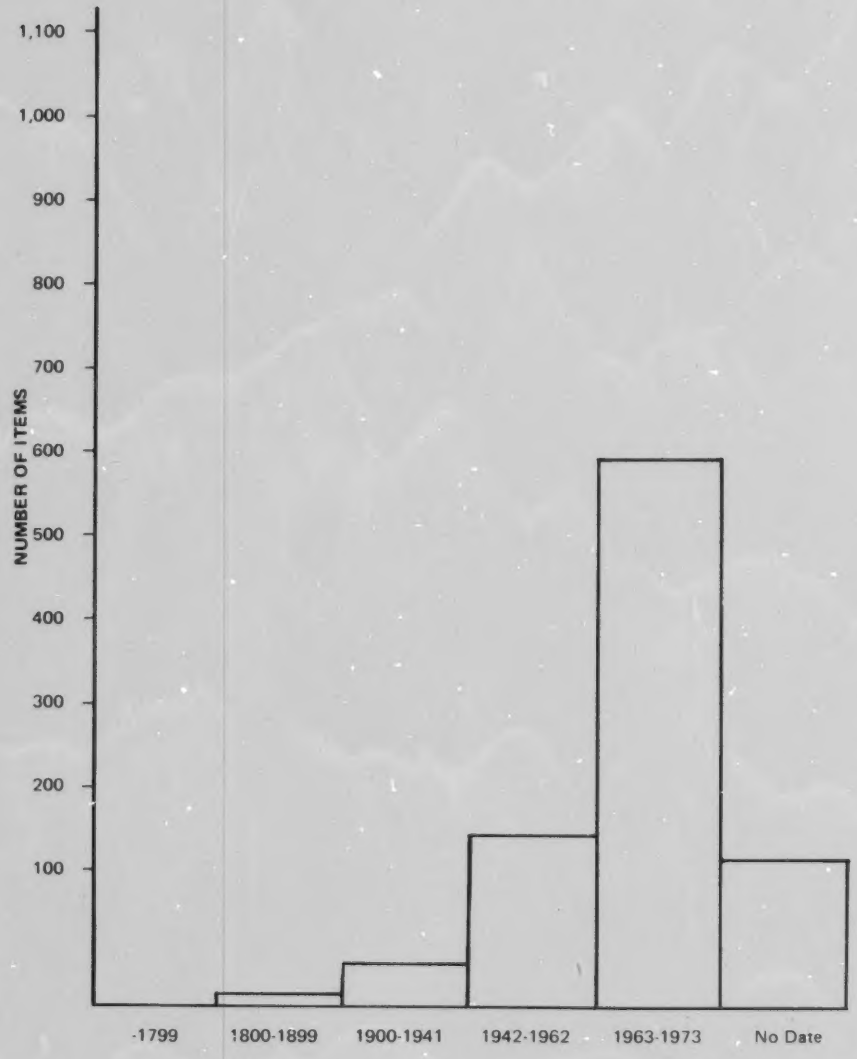
TYPES OF MATERIALS BORROWED
FIGURE 2-A



TYPES OF MATERIALS LENT
FIGURE 2-B



AGE OF ITEMS BORROWED
FIGURE 3-A



AGE OF ITEMS LENT
FIGURE 3-B

TABLE IV

BORROWING INFORMATION FROM INTERLIBRARY LOAN FORMS
March 19 to April 21, 1973

		Borrower's Status					Type of Material						Language				Age						Borrowed From						Number of Days (Request to Receipt)							Format			Reason Not Filled				
CSUC Library	Total	Staff	Faculty	Graduate Student	U.C. Graduate Student	Other	Book	Periodical	Thesis or Research Paper	Missing Pages	Govt. Doc.	Other	French	Spanish	German	Other	1799	1800-1899	1900-1941	1942-1962	1963-1973	No Date	CSUC Library	U.C. Library	Other Academic Library	Public	Special	Foreign Library	Other	0-4	5-9	10-19	20-29	30-49	50	Incomplete	Original	Photocopy	Micro Form	Not Owned	Not Considered	Not Available	Reason Not Given	Other
Ch	200	8	114	30	28	20	106	66	1	3	18	6	9	1	4	1	–	8	16	53	68	55	83	36	22	7	–	–	52	2	17	94	46	3	1	37	69	54	1	31	7	12	15	4
DH	55	–	51	–	4	–	40	7	2	–	4	2	2	–	–	1	–	15	20	9	8	3	–	14	13	1	4	–	23	–	1	17	5	2	–	30	6	4	1	8	4	1		3
FI	357	12	224	110	3	8	214	83	43	1	7	9	7	2	9	12	9	46	70	88	119	25	21	175	120	2	12	1	26	2	41	96	45	14	11	148	157	48	7	10	6	8	26	
Hu	94	3	49	42	–	–	31	46	13	2	2	–	1	–	2	3	–	1	10	32	48	3	36	26	28	2	–	–	2	–	10	23	9	1	–	51	12	24	–	3	1	3	–	–
LA	120	–	49	62	1	8	51	28	29	4	8	–	–	14	12	3	–	2	21	38	49	10	11	28	59	1	–	7	14	–	1	23	20	10	8	58	31	18	–	–	–	–	–	–
LB	158	19	31	101	–	8	59	31	55	6	5	3	2	13	4	2	–	7	22	35	87	8	74	60	72	–	1	1	1	–	20	63	20	12	2	42	85	22	1	7	3	10	–	1
No	414	123	126	64	92	9	150	131	20	91	21	1	5	2	3	12	–	14	84	55	238	23	262	33	56	1	75	2	35	7	39	92	40	16	3	217	92	81	21	54	12	23	–	5
Po	33	3	15	10	5	–	11	7	13	2	–	–	–	–	–	–	–	–	4	5	21	3	8	9	11	3	1	1	–	–	–	5	1	1	–	26	6	1	–	4	–	–	–	1
SB	152	8	96	3	42	3	68	33	39	7	5	–	1	–	3	–	–	3	7	28	79	35	114	21	12	2	2	–	1	41	64	14	9	2	–	22	29	36	26	41	–	3	–	
SD	382	44	146	158	10	34	207	82	61	32	9	1	14	15	12	15	20	37	92	90	130	23	93	132	116	1	7	2	41	20	46	85	39	23	2	177	166	45	19	24	4	12	1	4
SF	100	–	111	41	3	5	42	29	13	70	3	3	2	–	2	5	3	20	20	36	73	8	75	5	48	2	8	–	22	–	17	30	8	–	–	105	14	42	–	10	14	12	–	
SJ	247	4	165	71	1	6	115	31	28	66	7	–	2	9	18	23	7	11	59	53	107	10	86	50	67	7	4	–	33	5	25	87	33	9	1	87	71	80	6	19	6	31	–	4
Subtotal	2,383	224	1,177	882	189	101	1,094	574	317	284	89	25	45	56	69	77	39	164	425	522	1,027	206	813	589	624	29	64	14	250	77	281	629	275	93	28	1,000	733	435	77	211	57	115	36	22
Total	2,383			2,383					2,383						247				2,383						2,383							2,383				1,245				441		
% of total	100%	9	49	29	8	4	46	24	13	12	4	1	18	23	28	31	2	7	18	22	43	9	34	25	26	1	3	1	10	3	12	26	12	4	1	42	59	35	6	48	13	26	8	5

TABLE V

LENDING INFORMATION FROM INTERLIBRARY LOAN FORMS
March 19 to April 21, 1973

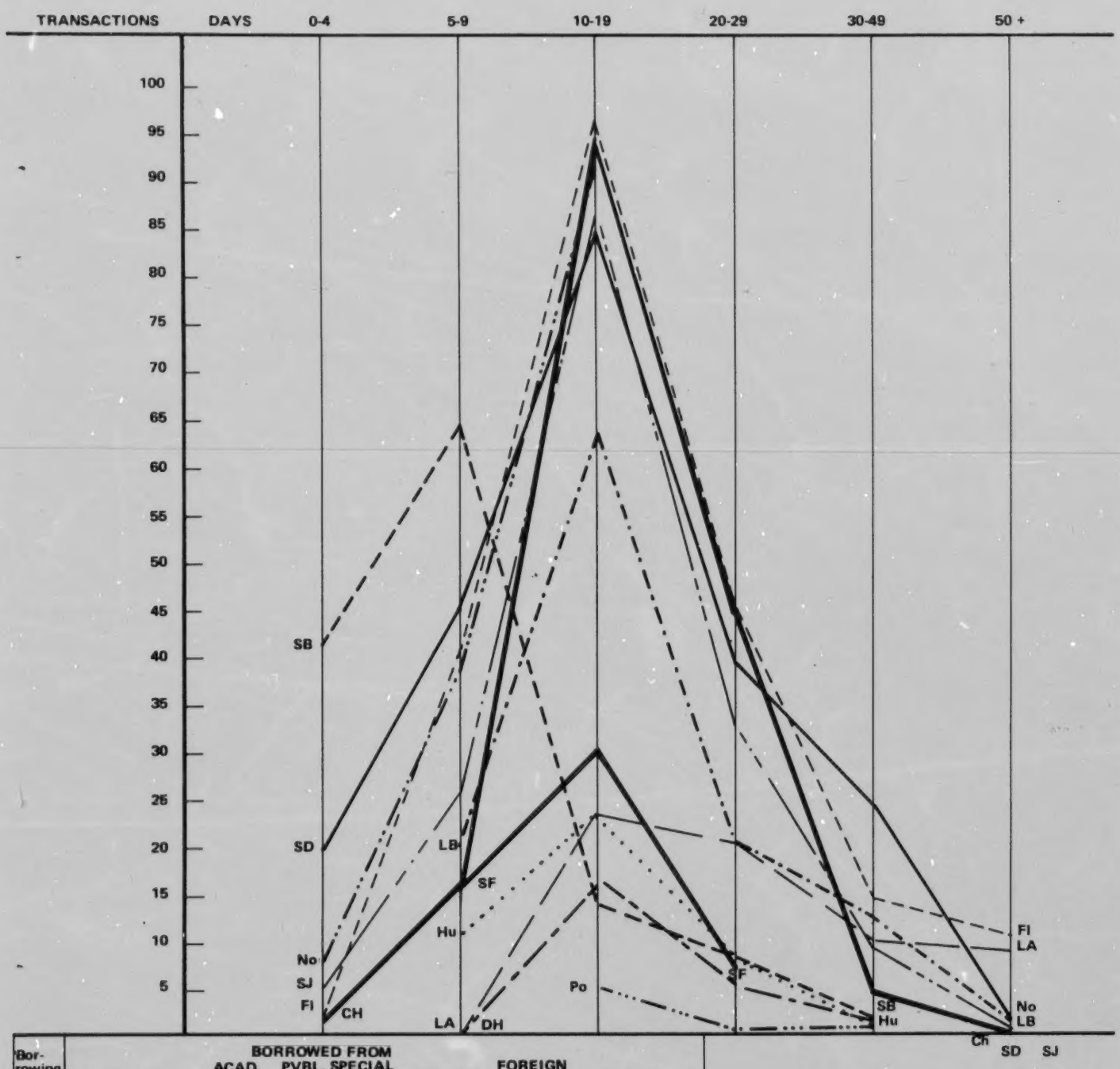
CSUC Library	Total	Type of Material							Age of Material Lent						Type of Library Lent To						No. of Days (Received to Item Sent)							Format			Reason Not Sent				
		Book	Periodical	Thesis or Research Paper	Missing Pages	Govt. Doc.	Other Foreign Language		-1799	1800-1899	1900-1941	1942-1962	1963-1973	No Date	CSUC	Academic	Public	Special	Foreign Library	Other	0-4	5-9	10-19	20-29	30-49	50	Incomp.	Original	Photocopy	Micro Form	Not Owned	Not Circulated	Not Available	Reason Not Given	Other
Ch	92	12	48	7	22	3	–	–	–	–	6	21	58	7	55	9	21	–	1	6	12	37	17	11	5	–	10	25	48	–	4	–	11	1	3
DH	2	–	–	–	2	–	–	–	–	–	–	–	2	–	2	–	–	–	–	–	–	2	–	–	–	–	–	–	2	–	–	–	–	–	–
FI	47	14	15	2	2	14	–	1	–	8	4	8	22	5	18	15	7	7	–	–	7	18	9	4	–	–	9	13	15	16	3	–	–	–	–
Hu	47	5	26	9	5	2	–	–	–	1	3	10	30	3	30	9	–	2	–	6	11	21	11	2	–	–	2	15	19	3	4	4	2	–	–
LA	23	5	6	11	1	–	–	–	–	–	1	3	15	4	4	11	1	4	2	1	2	10	4	2	–	–	5	13	5	–	2	–	2	–	–
LB	46	13	15	8	10	–	–	1	–	2	2	12	26	4	26	10	–	10	–	–	9	28	5	–	–	–	4	19	26	–	1	–	–	–	–
No	235	49	121	16	45	2	2	6	–	3	8	57	158	9	166	31	1	29	–	8	44	70	29	5	–	–	87	47	122	1	19	–	13	–	5
Po	23	2	18	–	3	–	–	–	–	–	–	7	16	–	13	5	–	5	–	–	6	14	2	–	–	–	1	3	15	–	–	–	2	–	3
SB	16	–	10	–	6	–	–	–	–	–	1	1	13	1	16	–	–	–	–	–	2	5	2	–	–	1	6	2	11	–	–	2	–	1	–
SD	349	178	92	30	43	4	2	8	–	1	15	52	163	118	147	79	37	79	1	6	195	53	24	11	6	4	56	177	121	–	25	1	10	1	1
SF	113	50	27	16	17	1	2	–	–	–	10	24	65	14	71	26	2	10	3	1	7	67	15	–	–	1	23	51	41	–	15	–	6	–	–
SJ	114	36	37	28	12	1	–	–	–	1	10	15	80	8	56	27	10	18	2	1	20	60	12	3	5	–	14	55	53	–	–	–	–	–	1
Subtotal	1,107	364	415	127	168	27	6	16	–	16	60	210	648	173	604	222	79	164	9	29	315	385	130	38	16	6	217	420	478	20	73	7	46	3	13
					1,123						1,107						1,107						1,107						918				142	
Total	1,107								–	1	5	19	59	16	55	20	7	15	1	3	28	35	12	3	1	1	20	46	52	2	51	5	32	2	9
% of total	100%	32	37	11	15	2	1	1																										

TABLE VI

PERIODICALS BORROWED

Library	Total	Missing Pages	Borrowed From				Date of Periodical								Borrower Status				
			Other CSUC Library	U C Library	Center For Research Libraries	All Other Sources	-49	50-54	55-59	60-64	65-69	70-71	72-73	No Date	Staff	Faculty	Graduate Student	Under-graduate Student	Other
Ch	68	2	54	6	–	8	13	6	6	11	16	14	1	1	7	33	8	8	12
DH	7	0	0	4	–	3	3	1	0	1	0	0	2	0	0	7	0	0	0
FI	83	0	18	43	–	22	25	3	5	16	8	8	15	3	0	59	21	0	3
Hu	46	0	30	9	–	7	4	10	8	9	7	3	4	1	0	28	16	0	0
LA	32	4	6	9	–	17	6	3	4	4	2	4	1	8	0	14	17	0	1
LB	36	5	20	12	–	4	5	0	0	6	11	11	2	1	17	1	15	0	3
No	221	90	157	7	19	38	69	6	6	19	42	58	18	3	111	65	18	27	0
Po	9	2	3	3	–	3	2	0	1	1	1	1	2	1	3	6	0	0	0
SB	37	4	24	13	–	0	1	5	6	8	11	1	5	0	5	31	0	1	0
SD	113	31	56	26	–	31	50	7	2	19	21	5	6	3	34	26	17	3	33
SF	90	61	66	1	–	23	20	5	0	13	25	19	7	1	0	82	6	0	2
SJ	88	57	73	7	–	8	16	3	1	9	18	21	20	0	2	74	11	0	1
Totals	830	256	507	140	19	164	214	49	39	116	162	145	83	22	179	426	131	39	55
				830						830							830		
%	100%	31	61	17	2	20	26	6	5	14	20	17	10	3	22	51	16	5	7

"BORROWED FROM" TURNAROUND TIME
DAY REQUEST SENT TO BORROW MATERIAL TO DAY OF RECEIPT

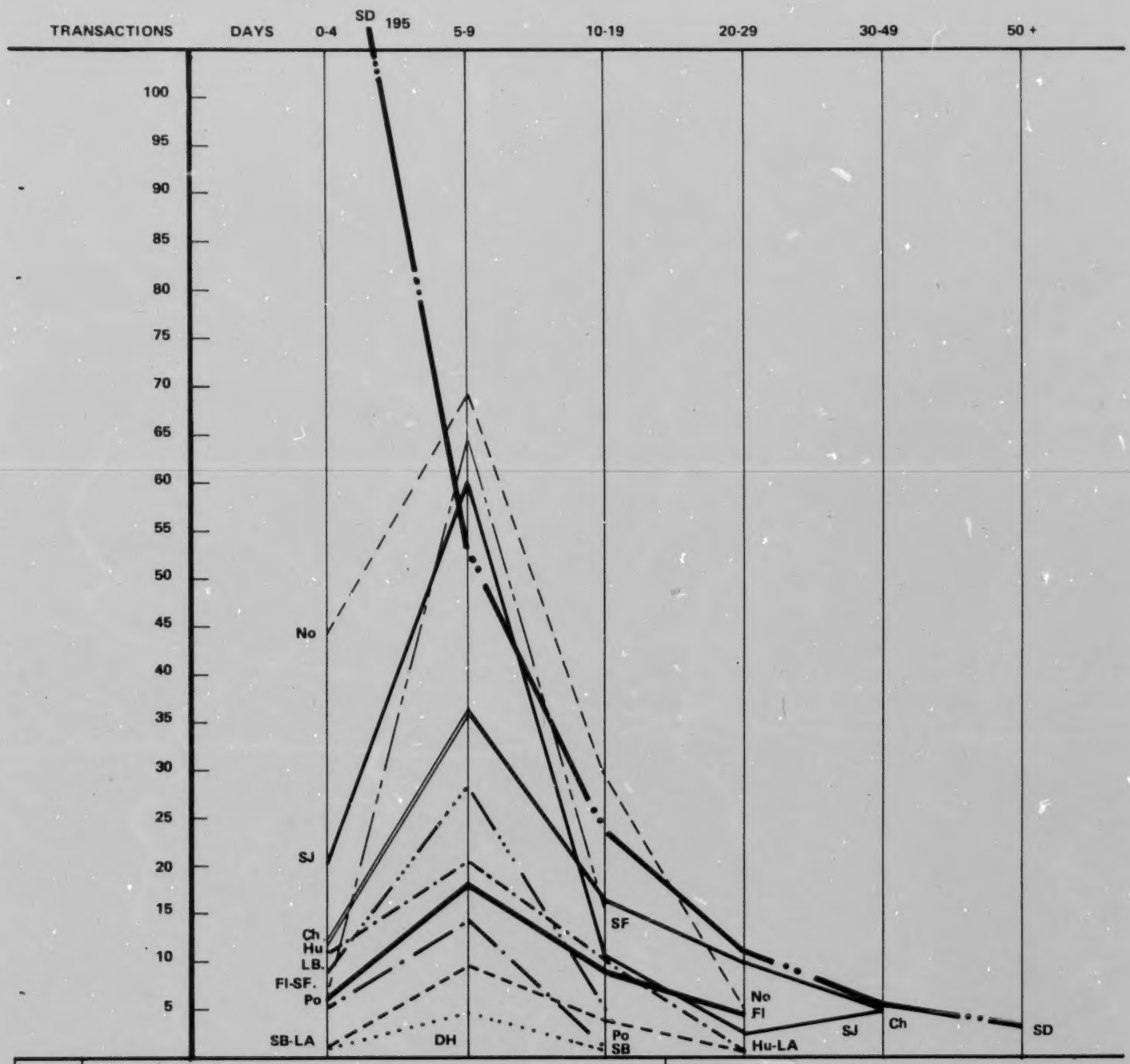


Borrowing Library	BORROWED FROM: CSUC	UC	ACAD. LIB.	PVBL. LIB.	SPECIAL LIB.	INCOMPL.	FOREIGN LIB.	OTHER
Ch	83	36	22	7	–	37	–	52
DH	–	14	13	1	4	30	–	23
Fl	21	175	120	2	12	148	1	26
Hu	36	26	28	2	–	51	–	2
LA	11	28	59	1	–	58	7	14
LB	24	60	72	–	1	42	1	1
No	262	33	56	1	25	217	2	35
Po	8	9	11	3	1	26	1	–
SB	114	21	12	2	2	22	–	1
SD	93	132	116	1	7	177	2	41
SF	75	5	48	2	8	105	–	22
SJ	86	50	67	7	4	87	–	33

FIGURE 4

21

"LOANED TO" TURNAROUND TIME
DAY OF RECEIPT OF REQUEST FROM ANOTHER LIBRARY TO DAY MATERIAL SENT



Landing Library	CSUC	ACAD. LIB.	LOANED TO PUB. LIB.	LOANED TO SPECIAL LIB.	FOREIGN LIB.	OTHER	INCOMPL.
CH	55	9	21	–	1	6	10
DH	2	–	–	–		–	–
FI	18	15	7	7	–	–	9
Hu	30	9	–	2	–	6	2
LA	4	11	1	4	2	1	5
LB	6	10	–	10	–	–	4
No	166	31	1	29	–	8	87
Po	13	5	–	5	–	–	1
SB	16	–	–	–	–	–	6
SD	147	79	37	79	1	6	56
SF	71	26	2	10	3	1	23
SJ	56	27	10	18	2	1	14

FIGURE 5

V. Summary and Conclusions

An interlibrary loan request study was conducted among eight of the CSUC libraries in the spring of 1973. The study reported on labor costs associated with the borrowing and lending of material and an analysis of the ILL transactions themselves. The mean labor cost per transaction was $4.73; when telefacsimile was utilized for the request this figure rose to $5.94.

A total of 3,490 ILL transactions were analyzed – 2,383 were requests for material to be borrowed and 1,107 for material to be lent to other libraries. The majority of the requests were for books, with requests for periodical articles clustering among publications of the last five years. Forty-two percent (42%) of the borrowing requests remained unfilled at the end of the study; 63% of the lending requests were filled within nine days of receipt of the request.

A major impetus for this study was the draft of the Department of Finance's Report which recommended the implementation of a courier delivery service to expedite interlibrary loans among the CSUC and UC campuses. Such a service would presumably deliver material within 24 hours from any one campus to another within a geographic region. Costs for the service were estimated in the *Report* and recalculated on the basis of actual statistics by Martell. Under optimum conditions this service would add $8.00 to the costs of each transaction; under worst conditions there would be an addition of $44.00. Since 63% of the loan requests and 18% of the borrowing requests are filled within nine days, these costs represent a rather high surcharge for such a slight improvement in lapsed time – particularly in view of Martell's findings that there is an average lapsed time of 3.6 days between patron notification and pickup of requested material.

Telefacsimile transmission of ILL requests was utilized to expedite this aspect of the ILL process. It was assumed that speeding up the sending and receiving of the request itself would have a similar effect on the transmittal of requested material. This, however, did not prove to be true. Sixty-seven per cent (67%) of the loans requested via telefacsimile were filled within 0-9 days; 64% of those requested via traditional methods were filled within the same period of time. If the fulfillment period of 0-4 days is examined, 19.5% of the telefacsimile requests and 15% of the other requests were satisfied within this period. The difference between these percentages is not significant. This is particularly apparent when it is considered that two of the campuses excluded from the telefacsimile network are in remote areas and do not have access to a speedy metropolitan mail service. On the basis of this very simple cost/benefit analysis it does not appear that use of the telefacsimile equipment can be justified for ILL request transmittal alone. The libraries must consider whether other uses of this form of communication can justify the expense of its operation.

The success of any ILL operation, of course, depends upon a knowledge of other libraries' collections – who has what. This lack of knowledge is the weakest link in our present ILL system. While the National Union Catalog (NUC) can locate materials in major research libraries, it cannot and does not tell us that the item we want is held by a community college across town. The NUC also places an almost intolerable burden upon the major research libraries simply because it does identify their holdings, resulting in an increase of the loan demands made upon them. At the time of this study, the CSUC *Union List of Periodicals* was not available. The analysis of periodicals borrowed should be checked against this *List* to determine if any (and if so, how many) of the titles requested outside the CSUC system were actually available within it. Those titles still not available should be further examined to determine whether or not one copy should be subscribed to by at least one CSUC library.

Another interesting and useful study would be a thorough examination of those items requested from UC which were unable to be filled for reasons other than "not owned." Were they "high use" and therefore unavailable? Should they perhaps have been purchased by at least one CSUC campus?

In order to determine the latter, a list should be made of the 449 non-periodical items requested from UC and checked against the various CSUC shelf lists. How many of these are actually available within CSUC? How many owned are still unavailable because of "high use" on the home campus?

There is a seeming correlation between some of the costs reported in this study and the costs reported in the CSUC Technical Processing Cost Study, 1972, the data from which has not been fully interpreted. A detailed statistical analysis of the figures reported in both studies could perhaps identify areas of concern, areas of agreement, and a possible model or models for more efficient and effective operations.

REFERENCES

1. *Library Cooperation: A Systems Approach to Interinstitutional Resource Utilization.* Department of Finance, Audits Division, Report No. PR-70, June 1973.

2. Letter from Glenn S. Dumke, Chancellor, CSUC to Mr. Verne Orr, Director, Department of Finance, March 9, 1973.

3. Marteli, Charles. *Design for an Interlibrary Loan Network Based on a Twenty-Four Hour Turnaround Time for the UC and CSUC Campuses of Northern California,* June 11, 1973. Unpublished paper.

4. *Report on a Cost Study of Specific Technical Processing Activities of The California State University and Colleges Libraries.* Los Angeles: Office of the Chancellor, CSUC, February 1973.

5. Association of Research Libraries. *A Study of the Characteristics, Costs and Magnitude of Interlibrary Loans in Academic Libraries.* Westport, Conn.: Greenwood, 1972.

6. Cossar, Bruce. Interlibrary Loan Costs. RQ 12: 243-246, Spring 1973.

APPENDIX A(1)

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Interlibrary Request and Loan Study – 1973

A study of interlibrary loan transactions within a sample of CSUC libraries will be conducted during the spring of 1973 as announced in AP & RP 73-14. The libraries comprising the sample are:

Los Angeles (LA)	Northridge (No)
Long Beach (LB)	Dominguez Hills (DH)
San Diego (SD)	San Bernardino (SB)
Fullerton (Fl)	Pomona (Po)
San Francisco (SF)	Chico (Ch)
San Jose (SJ)	Humboldt (Hu)

The Interlibrary Loan Librarian in each of these libraries will act as campus coordinator for the study. No later than March 10, 1973, please send names and telephone numbers, together with the *number* of actual people (not positions) working on interlibrary loans, to:

Martha W. West
Department of Librarianship
San Jose State University
125 South Seventh Street
San Jose, California 95192

The study will consist of two parts. One is a direct reporting of time and costs for the activities involved in the borrowing and lending of material; the other is an analysis of the loans themselves – how many, to or from whom, time required to complete, etc.

The time and costs portion of the study will be conducted in a manner similar to that of the Technical Processing Cost Study. Activities have been defined and worksheets designed for the reporting of time spent in performing these activities (see attachments). Daily worksheets are to be filled out by *each person* working with interlibrary loans and the information summarized on the weekly sheets. The coordinator will fill out the production unit tally sheets and forward *all forms* at the end of the week to Ms. West at the above address. Each work sheet should include the campus data processing code, the employee classification code, and the employee's hourly rate. Identification of the person filling out the form (author) is optional. Daily sheets should be dated dd,mm,yy and weekly sheets 01, 02, 03.

Forms and definitions are being sent to you for review prior to a meeting at the Chancellor's Office of the coordinators on March 14. The schedule for the study is as follows:

March 14 – Meeting of coordinators
March 19-23 – Pre-test
April 11 – Meeting of coordinators
April 23–May 11 – Data collection

Analysis of interlibrary loan transactions will require that a copy be made of all requests sent, received, or completed during the month of March. In addition, copies of all transactions still in process on March 31 should be included. These copies should clearly indicate all appropriate dates – request made, interim report received, item received, etc. – as well as the form, date of publication, and language of the material. The name of the person requesting the item may be

obliterated, but status (faculty, graduate, undergraduate) should be clearly indicated. Copies of completed transactions should be mailed to Ms. West weekly during March and those still in process forwarded April 1.

Please review this material carefully and come to the meeting on March 14 with further suggestions for implementation.

If there are any questions, call Martha West at 8 – 522-2280 or -2293; 408-277-2280 or 2293.

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Definitions

Author: Name of person completing form or local I.D., for internal use only. Optional. Enter Page No. if more than 1 page is required to record the daily transactions.

Request: one piece of paper.

Item: Bibliographic entity (article), physical volume checked out individually at circulation, physical format of microform (reel, cartridge, fiche).

Activities [See Appendices A(6), A(7), A(8) and A(9).]

1.2 Verifying: Checking bibliographic information for accuracy and completeness, source of reference.

2.1 Determining location: Determining where item is likely to be found, using NUC, union lists, etc.

3.3 Includes verifying that item requested has been received and noting date of receipt, date due, and other required information on interlibrary request form.

3.6 Notifying patron includes sending overdue notices.

3.7 Charging borrowed item to patron at interlibrary loan desk.

5.1 Discharging borrowed item at interlibrary loan desk when returned by patron.

6.2 Bibliographic verification where necessary.

6.5 Charge-out of item at circulation, when done by ILL personnel.

7.3
7.4 When copying done by ILL personnel.
7.6

10.3 When done by ILL personnel.
10.4

APPENDIX A(3)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Production Units

[See Appendices A(10) and A(11)]

A. Number of requests for interlibrary loans that are checked and verified and which may or may not result in requests to other libraries.

B. Number of interlibrary requests transmitted via telefacsimile.

C. Number of interlibrary loan requests sent to other libraries (does not include telefacsimile requests).

D. Number of requests returned to borrowing library as unable to fill.

E. Number of items received on interlibrary loan.

F. Number of loans returned by borrowing library.

G. Number of interlibrary requests received via telefacsimile.

H. Number of interlibrary loan requests received by means other than telefacsimile.

I. Number of requests for loans which lending library cannot fill.

J. Number of pages photocopied.

K. Number of items sent via mail or courier.

L. Number of loans returned to lending library.

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Unit Cost Display

I. Borrowing

Requests processed = $\frac{1.1 + 1.2 + 1.3 + 1.4}{\text{A units}}$

Requests sent = $\frac{2.1 + 2.2 + 2.3 + 2.5 + 2.6 + 3.1}{\text{C units} + \text{D units}}$

Items received = $\frac{3.2 + 3.4 + 3.5 + 3.6 + 3.7 + 3.8 + 4.1 + 4.2 + 4.3 + 4.4}{\text{E units}}$

Loans returned = $\frac{5.1 + 5.2 + 5.3 + 5.4 + 5.5}{\text{F units}}$

II. Lending

Requests received = $\frac{6.2 + 6.3 + 6.4 + 6.5 + 6.6 + 6.7 + 6.8 + 6.9}{\text{H units} + \text{I units}}$

Photocopying = $\frac{7.1 + 7.2 + 7.3 + 7.4 + 7.5 + 7.6 + 7.7 + 7.8}{\text{J units}}$

Items sent = $\frac{8.1 + 8.2 + 8.3 + 8.4 + 9.1 + 9.2 + 9.3}{\text{K units}}$

Loans returned = $\frac{10.1 + 10.2 + 10.3 + 10.4 + 10.5}{\text{L units}}$

III. Telefacsimile

Requests = $\frac{2.4 + 3.3}{\text{B units}} + \frac{6.1}{\text{G units}}$

APPENDIX A(5)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Summary Cost Display

I. Borrowing

Total = 1.1 + 1.2 + 1.3 + 1.4 + 2.1 + 2.2 + 2.3 + 2.5 + 2.6 + 3.1 + 3.2 + 3.4 + 3.5 + 3.6 + 3.7 + 3.8 + 4.1 + 4.2 + 4.3 + 4.4 + 5.1 + 5.2 + 5.3 + 5.4 + 5.5

$$\text{Unit} = \frac{1.1 + 1.2 + 1.3 + 1.4}{\text{A units}} + \frac{2.1 + 2.2 + 2.3 + 2.5 + 2.6 + 3.1}{\text{C units + D units}} + \frac{3.2 + 3.4 + 3.5 + 3.6 + 3.7 + 3.8 + 4.1 + 4.2 + 4.3 + 4.4}{\text{E units}} + \frac{5.1 + 5.2 + 5.3 + 5.4 + 5.5}{\text{F units}}$$

$$\% = \frac{\text{Borrowing total}}{\text{Library total}}$$

II. Lending

Total = 6.2 + 6.3 + 6.4 + 6.5 + 6.6 + 6.7 + 6.8 + 6.9 + 7.1 + 7.2 + 7.3 + 7.4 + 7.5 + 7.6 + 7.7 + 7.8 + 8.1 + 8.2 + 8.3 + 8.4 + 9.1 + 9.2 + 9.3 + 10.1 + 10.2 + 10.3 + 10.4 + 10.5

$$\text{Unit} = \frac{6.2 + 6.3 + 6.4 + 6.5 + 6.6 + 6.7 + 6.8 + 6.9}{\text{H units + I units}} + \frac{7.1 + 7.2 + 7.3 + 7.4 + 7.5 + 7.6 + 7.7 + 7.8}{\text{J units}} + \frac{8.1 + 8.2 + 8.3 + 8.4 + 9.1 + 9.2 + 9.3}{\text{K units}} + \frac{10.1 + 10.2 + 10.3 + 10.4 + 10.5}{\text{L units}}$$

$$\% = \frac{\text{Lending total}}{\text{Library total}}$$

III. Telefacsimile

Total = 2.4 + 3.3 + 6.1

$$\text{Unit} = \frac{2.4 + 3.3}{\text{B units}} + \frac{6.1}{\text{G units}}$$

$$\% = \frac{\text{Telefacsimile total}}{\text{Library total}}$$

APPENDIX A(6)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Daily Work Sheet

11	12

Campus Code

0	
13	14

Week of Survey

16	17	18	19

Employee Class Code

0				
22	23	24	25	26

Hourly Rate

Author_____ Date_____

Day of week (circle one):

Mon - Tues - Wed - Thurs - Fri

Page number_____

I. Borrowing

	Mins	Mins	Mins	Mins	Mins	Mins	Total Mins	Total Hrs. (0.00)
1. PRELIMINARY ACTIVITIES								
1.1 assistance to patrons								
1.2 verifying								
1.3 stamping and pre-typing ILL forms								
1.4 other (specify)								
2. MAKING REQUEST								
2.1 determining location								
2.2 completing ALA form & filing								
2.3 completing local form & filing								
2.4 telefacsimile transmission								
2.5 mailing or via courier								
2.6 other (specify)								
3. RECEIVING ITEM/REPORT								
3.1 item unavailable report								
3.2 receiving status report								
3.3 receiving via telefacsimile								
3.4 receiving & unwrapping								
3.5 checking records								
3.6 notifying patron (includes overdues)								
3.7 charging item to patron								
3.8 other (specify)								
4. PAYMENT								
4.1 keeping records								
4.2 collecting applicable fees								
4.3 making payment, mailing								
4.4 other (specify)								
5. RETURNING ITEM								
5.1 discharging item								
5.2 up-dating records								
5.3 wrapping & sending								
5.4 insurance								
5.5 other (specify)								

APPENDIX A(7)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Weekly Work Sheet

11	12	Campus Code
O		
13	14	Week of Survey
16	17	18	19	Employee Class Code
O					
22	23	24	25	26	Hourly Rate

Author_____ Date_____

I. Borrowing

		Card ID 28-30	Mon Hrs 34-35	Mon .00 36-37	Tues Hrs. 38-39	Tues .00 40-41	Wed Hrs. 42-43	Wed .00 44-45	Thurs Hrs. 46-47	Thurs .00 48-49	Fri Hrs. 50-51	Fri .00 52-53
1.	PRELIMINARY ACTIVITIES											
1.1	assistance to patrons	011										
1.2	verifying	012										
1.3	stamping and pre-typing ILL forms	013										
1.4	other (specify)	014										
2.	MAKING REQUEST											
2.1	determining location	021										
2.2	completing ALA form & filing	022										
2.3	completing local form & filing	023										
2.4	telefacsimile transmission	024										
2.5	mailing or via courier	025										
2.6	other (specify)	026										
3.	RECEIVING ITEM/REPORT											
3.1	item unavailable report	031										
3.2	receiving status report	032										
3.3	receiving via telefacsimile	033										
3.4	receiving & unwrapping	034										
3.5	checking records	035										
3.6	notifying patron (includes overdues)	036										
3.7	charging item to patron	037										
3.8	other (specify)	038										
4.	PAYMENT											
4.1	keeping records	041										
4.2	collecting applicable fees	042										
4.3	making payment, mailing	043										
4.4	other (specify)	044										
5.	RETURNING ITEM											
5.1	discharging item	051										
5.2	up-dating records	052										
5.3	wrapping & sending	053										
5.4	insurance	054										
5.5	other (specify)	055										

APPENDIX A(8)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Daily Work Sheet

11	12	Campus Code
13	14	Week of Survey
16	17	18 19 Employee Class Code
22	23	24 25 26 Hourly Rate

Author_____ Date_____

Day of week (circle one):

Mon - Tues - Wed - Thurs - Fri

Page number_____

II. Lending

	Mins	Mins	Mins	Mins	Mins	Mins	Total Mins	Total Hrs (0.00)
6. RECEIVING REQUEST								
6.1 receiving via telefacsimile								
6.2 receiving & verifying								
6.3 check catalogue, locate								
6.4 search shelves, pickup								
6.5 charge-out								
6.6 keeping records								
6.7 unable to fill request report								
6.8 interim reports								
6.9 other (specify)								
7. PHOTOCOPYING								
7.1 verifying pages requested								
7.2 pickup & deliver to photocopy								
7.3 copying								
7.4 return item to shelves								
7.5 keeping records, filing								
7.6 preparing & logging invoice, filing								
7.7 processing payment upon receipt								
7.8 other (specify)								
8. SENDING								
8.1 insurance								
8.2 wrapping								
8.3 distributing or mailing								
8.4 other (specify)								
9. FOLLOW-UP								
9.1 sending overdue notices								
9.2 keeping records								
9.3 other (specify)								
10. RETURNED ITEMS								
10.1 unwrapping & inspection								
10.2 changing records								
10.3 discharging								
10.4 reshelving								
10.5 other (specify)								

APPENDIX A(9)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Weekly Work Sheet

11	12	Campus Code

Author_____ Date_____

0		
13	14	Week of Survey

16	17	18	19	Employee Class Code

0					
22	23	24	25	26	Hourly Rate

II. Lending

	Card ID	Mon		Tues		Wed		Thurs		Fri	
		Hrs	.00	Hrs	.00	Hrs	.00	Hrs	.00	Hrs	.00
	28-30	34-35	36-37	38-39	40-41	42-43	44-45	46-47	48-49	50-51	52-53
6. RECEIVING REQUEST											
6.1 receiving via telefacsimile	061										
6.2 receiving & verifying	062										
6.3 check catalogue, locate	063										
6.4 search shelves, pickup	064										
6.5 charge-out	065										
6.6 keeping records	066										
6.7 unable to fill request report	067										
6.8 interim reports	068										
6.9 other (specify)	069										
7. PHOTOCOPYING											
7.1 verifying pages requested	071										
7.2 pickup & deliver to photocopy	072										
7.3 copying	073										
7.4 return item to shelves	074										
7.5 keeping records, filing	075										
7.6 preparing & logging invoice, filing	076										
7.7 processing payment upon receipt	077										
7.8 other (specify)	078										
8. SENDING											
8.1 insurance	081										
8.2 wrapping	082										
8.3 distributing or mailing	083										
8.4 other (specify)	084										
9. FOLLOW-UP											
9.1 sending overdue notices	091										
9.2 keeping records	092										
9.3 other (specify)	093										
10. RETURNED ITEMS											
10.1 unwrapping & inspection	101										
10.2 changing records	102										
10.3 discharging	103										
10.4 reshelving	104										
10.5 other (specify)	105										

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Daily Work Sheet

Campus Code_____ Author _____

Date _____

Production Units

	Tally	Total
A. Number of requests for ILL		
B. Number of ILL requests sent via telefacsimile		
C. Number of ILL requests sent by means other than telefacsimile		
D. Number of requests returned unable to fill		
E. Number of items received on ILL		
F. Number of loans returned by borrowing library		
G. Number of ILL requests received via telefacsimile		
H. Number of ILL requests received by means other than telefacsimile		
I. Number of requests unable to fill		
J. Number of pages photocopied		
K. Number of items sent via mail or courier		
L. Number of loans returned to lending library		

APPENDIX A(11)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Weekly Production Units Work Sheet

11 12		Campus Code
0 13 14		Week of Survey

Author_____

A 15		Card ID for First Card
A 29	30-35	A. Number of requests for ILL
B 36	37-42	B. Number of ILL requests sent via telefacsimile
C 43	44-49	C. Number of ILL requests sent by means other than telefacsimile
D 50	51-56	D. Number of requests returned unable to fill
E 57	58-63	E. Number of items received on ILL not telefacsimile
F 64	65-70	F. Number of loans returned by borrowing library

B 15		Card ID for Second Card
G. 29	30-35	G. Number of ILL requests received via telefacsimile
H. 36	37-42	H. Number of ILL requests received by means other than telefacsimile
I. 43	44-49	I. Number of requests unable to fill
J. 50	51-56	J. Number of pages photocopied
K. 57	58-63	K. Number of items sent via mail or courier
L. 64	65-70	L. Number of loans returned to lending library

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Summary Cost Display

Lib. Code	$	Borrowing Unit Cost	%	$	Lending Unit Cost	%	$	Telefacsimile Unit Cost	%	Total $

Total

*Libraries SJ, SF, Ch, Hu are not part of telefacsimile network

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Production Unit Summary

Library Code	ILL Req (A)	Fax Req Sent (B)	ILL Req Sent (C)	Req Rctd No (D)	Items Rec (E)	Loans Retd (F)	Fax Req Rec (G)	Req Rec (H)	Req No (I)	No Pgs Photo (J)	Items Sent (K)	Lent Loans Retd (L)

[1] Libraries SJ, SF, Ch, Hu are not part of telefacsimile network

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Unit Cost Display

Library Code	Req Process (A)	Req Sent (C + D)	Items Rec (E)	Loans Retd (F)	Req Rec (H + I)	Photo Made (J)	Items Sent (K)	Items Retd (L)	Fax Req (B + G)	Total

[1] Libraries SJ, SF, Ch, Hu are not part of telefacsimile network

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Activity Detail

Cost ($)/Time (Hrs.)

Operation Function Activity	Professional $	Professional Hrs.	Library Assistant $	Library Assistant Hrs.	Clerical $	Clerical Hrs.	Student Assistant $	Student Assistant Hrs.	Total $	Total Hrs.
I. Borrowing										
1. Prelim										
.1 Assist										
.2 Verify										
.3 Stamp										
.4 Other										
Subtotal										
2. Request										
.1 Locate										
.2 ALA frm										
.3 Loc frm										
.4 Telefax										
.5 Mail										
.6 Other										
Subtotal										
3. Receipt										
.1 Unavail										
.2 Status										
.3 Telefax										
.4 Receipt										
.5 Records										
.6 Notify										
.7 Charge										
.8 Other										
Subtotal										
4. Payment										
.1 Records										
.2 Fees										
.3 Mail										
.4 Other										
Subtotal										

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Activity Detail (Cont.)

Cost ($)/Time (Hrs.)

Operation Function Activity	Professional $	Professional Hrs.	Library Assistant $	Library Assistant Hrs.	Clerical $	Clerical Hrs.	Student Assistant $	Student Assistant Hrs.	Total $	Total Hrs.
5. Return										
.1 Dischrg										
.2 Records										
.3 Send										
.4 Insure										
.5 Other										
Subtotal										
Subtotal										
II. Lending										
6. Rec req										
.1 Telefax										
.2 Receive										
.3 Locate										
.4 Pickup										
.5 Charge										
.6 Records										
.7 Unavail										
.8 Report										
.9 Other										
Subtotal										
7. Photocopy										
.1 Verify										
.2 Pickup										
.3 Copy										
.4 Return										
.5 Records										
.6 Invoice										
.7 Payment										
.8 Other										
Subtotal										

INTERLIBRARY REQUEST AND LOAN STUDY — 1973

Activity Detail (Cont.)

Cost ($)/Time (Hrs.)

Operation Function Activity	Professional $	Professional Hrs.	Library Assistant $	Library Assistant Hrs.	Clerical $	Clerical Hrs.	Student Assistant $	Student Assistant Hrs.	Total $	Total Hrs.
8. Sending										
.1 Insure										
.2 Wrap										
.3 Mail										
.4 Other										
Subtotal										
9. Follow-up										
.1 Overdue										
.2 Records										
.3 Other										
Subtotal										
10. Return										
.1 Unwrap										
.2 Records										
.3 Dischrg										
.4 Shelve										
.5 Other										
Subtotal										
Subtotal										
Total $										
Hrs.										

CONVERSION TABLES

Minutes to Hours

If Total Minutes is less than or equal to 60, use Table I below.

Example: If Total Minutes = 27, then Total Hours = .45

Table I

Mins.	Hrs.	Mins.	Hrs.	Mins.	Hrs.	Mins.	Hrs.
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	49	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75	60	1.00

If Total Minutes is greater than or equal to 60, use Table I (above) and Table II (below).

Example: If Total Minutes = 200, then Total Hours = 2.33 Hrs.

200
-180 = 2 Hrs.
20 = .33 Hrs.

Table II

Mins.	Hrs.	Mins.	Hrs.
60	1	300	5
120	2	360	6
180	3	420	7
240	4	480	8

APPENDIX A(17)

INTERLIBRARY REQUEST AND LOAN STUDY – 1973

SELECTED CAMPUS & EMPLOYEE CODES

for use with Daily & Weekly Work Sheets

Campus	Code (Columns 11-12)
Chico	20
Dominguez Hills	55
Fullerton	50
Humboldt	30
Long Beach	40
Los Angeles	45
Northridge	70
Pomona	10
San Bernardino	63
San Diego	65
San Francisco	75
San Jose	80

Employee Class	Code (Columns 16-19)
Clerical Assistant I	1125
Clerical Assistant II A & B	1126
Clerical Assistant III	1127
Clerical Assistant IV	1128
Senior Secretary	1130
Librarian I	2904
Librarian II	2903
Librarian III	2902
Librarian IV	2901
Library Assistant I	2906
Library Assistant II	2905
Library Assistant III	2907
Student Assistant	1870

RELATION BETWEEN ACTIVITIES AND PRODUCTION UNITS

If time values are reported for these activities	then these production units must also be reported
1.1 1.2 1.3 1.4	A
2.4 3.3	B
2.1 2.2 2.3 2.5 2.6	C
3.1	D
3.2 3.4 3.5 3.6 3.7 3.8 4.1 4.2 4.3 4.4	E
5.1 5.2 5.3 5.4 5.5	F
6.1	G
6.2 6.3 6.4 6.5 6.6 6.8 6.9	H
6.7	I
7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8	J
8.1 8.2 8.3 8.4 9.1 9.2 9.3	K
10.1 10.2 10.3 10.4 10.5	L

The reverse must also hold.

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Summary Cost Display

Library Code	Borrowing $	Borrowing Unit Cost	Borrowing %	Lending $	Lending Unit Cost	Lending %	Telefacsimile $	Telefacsimile Unit Cost	Telefacsimile %
10	88.81	4.42	61	43.17	2.71	30	13.12	.53	9
20	350.88	5.06	84	66.97	1.30	16	–	–	–
30	82.42	3.32	76	25.48	.62	24	–	–	–
40	267.79	5.70	61	148.55	1.79	34	24.46	.34	6
45	340.27	4.17	72	108.36	1.10	23	24.40	.28	5
50	344.95	3.96	79	81.37	1.27	19	11.26	.25	3
55	40.78	4.21	74	9.48	.99	17	5.09	.55	9
63	72.80	1.48	73	16.49	1.04	16	10.83	.26	11
65	388.58	2.60	54	300.18	1.16	42	29.14	.44	4
70	217.23	1.57	55	149.52	1.62	38	31.08	.22	8
75	71.30	1.91	59	49.00	.78	41	–	–	–
80	333.18	3.18	75	111.77	.78	25	–	–	–

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Production Unit Summary

Library Code	ILL Req. A	Fax. Req. Sent B	ILL Req. Sent C	Req. Retd. No. D	Items Rec. E	Loans Retd. F	Fax. Req. Rec. G	Req. Rec. H	Req. No. I	No. Pgs. Photo. J	Items Sent K	Lent Loans Retd. L
10	58	18	19	9	15	8	30	13	3	68	12	9
20	34	–	125	33	64	50	–	51	4	288	75	10
30	54	–	44	6	42	7	–	30	2	193	27	19
40	44	64	39	26	48	27	77	34	24	914	49	42
45	230	124	60	15	80	29	53	36	73	401	70	50
50	107	37	132	63	174	27	51	34	20	178	120	37
55	17	15	1	9	11	6	4	5	1	29	8	10
63	162	51	29	25	47	13	14	6	1	115	14	1
65	131	57	101	73	149	117	84	160	88	1,311	168	48
70	185	130	58	66	143	127	140	47	40	885	148	18
75	83	–	87	35	72	14	–	62	25	350	46	33
80	133	–	121	23	141	36	–	142	22	530	119	69

EXPLANATION OF PRODUCTION UNITS ABOVE

Column

A. Number of requests from patrons for interlibrary loans that are checked and verified and which may or may not result in requests to other libraries.

B. Number of interlibrary loan requests transmitted via telefacsimile.

C. Number of interlibrary loan requests sent to other libraries by means other than telefacsimile requests.

D. Number of interlibrary loan requests returned to requesting library as unable to fill.

E. Number of items received on interlibrary loan.

F. Number of loan reqeusts returned by borrowing library.

G. Number of interlibrary loan requests received via telefacsimile.

H. Number of interlibrary loan requests received by means other than telefacsimile.

I. Number of requests for loans which lending library cannot fill.

J. Number of pages photocopied.

K. Number of items sent via mail or courier.

L. Number of lent items returned to lending library.

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Unit Cost Display

Library Code	Req. Proc. A	Req. Sent C + D	Items Rec. E	Loans Retd. F	Req. Rec. H + I	Photo Made J	Items Sent K	Items Retd. L	Fax. Req. B + G	Total
10	.45	.97	1.56	1.44	1.42	.10	.71	.48	.53	7.66
20	1.60	1.01	.90	1.55	.61	.05	.15	.49	–	6.36
30	.25	.56	.64	1.87	.32	.04	.18	.08	–	3.94
40	1.90	1.19	1.69	.92	1.12	.05	.46	.16	.34	7.83
45	.34	1.99	1.15	.69	.52	.04	.24	.30	.28	5.55
50	.48	.68	.57	2.23	.97	.08	.06	.16	.25	5.48
55	.41	1.97	.60	1.23	.53	.12	.34	–	.55	5.75
63	.07	.57	.55	.29	.77	.06	.21	–	.26	2.78
65	.51	.89	.73	.47	.61	.06	.27	.22	.44	4.20
70	.18	.66	.54	.19	.87	.04	.17	.54	.22	3.41
75	.07	.11	.45	1.28	.24	.02	.18	.34	–	2.69
80	.68	.92	.48	1.10	.29	.04	.14	.31	–	3.96

EXPLANATION OF PRODUCTION UNITS ABOVE

Column

A. Number of requests from patrons for interlibrary loans that are checked and verified and which may or may not result in requests to other libraries.

B. Number of interlibrary loan requests transmitted via telefacsimile.

C. Number of interlibrary loan requests sent to other libraries by means other than telefacsimile requests.

D. Number of interlibrary loan requests returned to requesting library as unable to fill.

E. Number of items received on interlibrary loan.

F. Number of loan requests returned by borrowing library.

G. Number of interlibrary loan requests received via telefacsimile.

H. Number of interlibrary loan requests received by means other than telefacsimile.

I. Number of requests for loans which lending library cannot fill.

J. Number of pages photocopied.

K. Number of items sent via mail or courier.

L. Number of lent items returned to lending library.

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 10**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	16.63	2.77	–	–	–	–	–	–	16.63	2.77
.2 Verify	4.02	.67	–	–	–	–	–	–	4.02	.67
.3 Stamp	–	–	–	–	1.03	.32	–	–	1.03	.32
.4 Other	4.80	.80	–	–	–	–	–	–	4.80	.80
Subtotal	25.45	4.24	–	–	1.03	.32	–	–	26.48	4.56
2. Request										
.1 Locate Source	1.92	.32	–	–	.09	.03	–	–	2.01	.35
.2 ALA Form	7.02	1.17	–	–	7.41	2.29	.35	.17	14.78	3.63
.3 Local Form	2.22	.37	–	–	–	–	–	–	2.22	.37
.4 Telefax	.42	.07	–	–	4.33	1.60	–	–	4.80	1.67
.5 Mail	5.10	.85	–	–	–	–	–	–	5.10	.85
.6 Other	.60	.10	–	–	–	–	–	–	.60	.10
Subtotal	17.28	2.88	–	–	11.88	3.92	.35	.17	29.51	6.97
3. Receipt										
.1 Unavailable	2.58	.43	–	–	–	–	–	–	2.58	.43
.2 Status	–	–	–	–	.64	.20	–	–	.64	.20
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	3.12	.52	–	–	–	–	–	–	3.12	.52
.5 Records	3.60	.60	–	–	–	–	–	–	3.60	.60
.6 Notify	10.75	1.79	–	–	–	–	–	–	10.75	1.79
.7 Charge	3.78	.63	–	–	.55	.17	–	–	4.33	.80
.8 Other	1.02	.17	–	–	–	–	–	–	1.02	.17
Subtotal	24.85	4.14	–	–	1.19	.37	–	–	26.04	4.51
4. Payment										
.1 Records	–	–	–	–	–	–	–	–	–	–
.2 Fees	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	–	–	–	–
5. Return										
.1 Discharge	2.88	.48	–	–	–	–	–	–	2.88	.48
.2 Records	3.18	.53	–	–	–	–	–	–	3.18	.53
.3 Send	.96	.16	–	–	–	–	–	–	.96	.16
.4 Insure	3.36	.56	–	–	–	–	–	–	3.36	.56
.5 Other	1.20	.20	–	–	–	–	–	–	1.20	.20
Subtotal	11.58	1.93	–	–	–	–	–	–	11.58	1.93
Borrowing Total	79.16	13.19	–	–	14.10	4.61	.35	.17	93.61	17.97

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 10 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	1.98	.33	–	–	6.34	2.31	–	–	8.32	2.64
.2 Receive	9.06	1.51	–	–	–	–	.16	.08	9.22	1.59
.3 Locate Item	2.58	.43	–	–	.84	.26	.16	.08	3.58	.77
.4 Pickup	–	–	–	–	.80	.25	.87	.42	1.67	.67
.5 Charge	1.50	.25	–	–	.41	.13	–	–	1.91	.38
.6 Records	1.56	.26	–	–	–	–	–	–	1.56	.26
.7 Unavailable	1.56	.26	–	–	.12	.04	.51	.25	2.19	.55
.8 Report	.96	.16	–	–	–	–	–	–	.96	.16
.9 Other	1.74	.29	–	–	–	–	–	–	1.74	.29
Subtotal	20.94	3.49	–	–	8.51	2.99	1.70	.83	31.15	7.31
7. Photocopy										
.1 Verify	.78	.13	–	–	.87	.27	.70	.34	2.35	.74
.2 Pickup	–	–	–	–	–	–	–	–	–	–
.3 Copy	–	–	–	–	.06	.02	2.06	.99	2.12	1.01
.4 Return	–	–	–	–	–	–	.49	.24	.49	.24
.5 Records	1.44	.24	–	–	–	–	1.04	.50	2.48	.74
.6 Invoice	–	–	–	–	–	–	–	–	–	–
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	2.22	.37	–	–	.93	.29	4.29	2.07	7.44	2.73
8. Sending										
.1 Insure	2.64	.44	–	–	–	–	–	–	2.64	.44
.2 Wrap	.66	.11	–	–	–	–	1.56	.75	2.22	.86
.3 Mail	1.80	.30	–	–	–	–	.84	.41	2.64	.71
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	5.10	.85	–	–	–	–	2.40	1.16	7.50	2.01
9. Followup										
.1 Overdue	–	–	–	–	–	–	–	–	–	–
.2 Records	.18	.03	–	–	–	–	–	–	.18	.03
.3 Other	.90	.15	–	–	–	–	–	–	.90	.15
Subtotal	1.08	.18	–	–	–	–	–	–	1.08	.18
10. Return										
.1 Unwrap	1.74	.29	–	–	–	–	–	–	1.74	.29
.2 Records	1.68	.28	–	–	–	–	–	–	1.68	.28
.3 Discharge	.90	.15	–	–	–	–	–	–	.90	.15
.4 Shelve	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	4.32	.72	–	–	–	–	–	–	4.32	.72
Lending Total	33.66	5.61	–	–	9.44	3.28	8.39	4.06	51.49	12.95
Grand Total	112.82	18.80	–	–	23.54	7.89	8.74	4.23	145.10	30.92

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 20**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	–	–	26.84	7.52	3.14	1.24	–	–	29.98	8.76
.2 Verify	–	–	14.48	4.06	10.14	4.00	–	–	24.62	8.06
.3 Stamp	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	41.32	11.58	13.28	5.24	–	–	54.60	16.82
2. Request										
.1 Locate Source	–	–	57.14	16.01	24.78	9.76	–	–	81.92	25.77
.2 ALA Form	–	–	.28	.08	44.66	17.59	–	–	44.94	17.67
.3 Local Form	–	–	–	–	23.70	9.34	–	–	23.70	9.34
.4 Telefax	–	–	–	–	–	–	–	–	–	–
.5 Mail	–	–	–	–	4.00	1.58	–	–	4.00	1.58
.6 Other	–	–	1.49	.42	–	–	–	–	1.49	.42
Subtotal	–	–	58.91	16.51	97.14	38.27	–	–	156.05	54.78
3. Receipt										
.1 Unavailable	–	–	4.66	1.31	–	–	–	–	4.66	1.31
.2 Status	–	–	6.45	1.81	–	–	–	–	6.45	1.81
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	–	–	2.95	.83	1.69	.67	1.67	.91	6.31	2.41
.5 Records	–	–	13.30	3.73	2.30	.91	–	–	15.60	4.64
.6 Notify	–	–	8.45	2.37	9.08	3.58	–	–	17.53	5.95
.7 Charge	–	–	2.30	.65	7.58	2.99	–	–	9.88	3.64
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	38.11	10.70	20.65	8.15	1.67	.91	60.43	19.76
4. Payment										
.1 Records	–	–	.56	.16	–	–	–	–	.56	.16
.2 Fees	–	–	1.17	.33	–	–	–	–	1.17	.33
.3 Mail	–	–	.28	.08	–	–	–	–	.28	.08
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	2.01	.57	–	–	–	–	2.01	.57
5. Return										
.1 Discharge	–	–	.73	.21	36.39	14.33	–	–	37.12	14.54
.2 Records	–	–	4.74	1.33	10.52	4.15	–	–	15.26	5.48
.3 Send	–	–	–	–	1.06	.42	24.35	13.17	25.41	13.59
.4 Insure	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	5.47	1.54	47.97	18.90	24.35	13.17	77.79	33.61
Borrowing Total	–	–	145.82	40.90	179.04	70.56	26.02	14.08	350.88	125.54

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | Activity Detail | Library Code 20 (Cont.)

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	–	–	–	–	–	–
.2 Receive	–	–	1.70	.48	–	–	–	–	1.70	.48
.3 Locate Item	–	–	2.39	.67	–	–	.61	.33	3.00	1.00
.4 Pickup	–	–	2.46	.69	–	–	11.40	6.17	13.86	6.86
.5 Charge	–	–	1.17	.33	6.13	2.42	–	–	7.30	2.75
.6 Records	–	–	2.06	.58	.40	.16	–	–	2.46	.74
.7 Unavailable	–	–	1.99	.56	–	–	–	–	1.99	.56
.8 Report	–	–	.56	.16	–	–	–	–	.56	.16
.9 Other	–	–	2.77	.78	–	–	–	–	2.77	.78
Subtotal	–	–	15.10	4.25	6.53	2.58	12.01	6.50	33.64	13.33
7. Photocopy										
.1 Verify	–	–	.42	.12	–	–	–	–	.42	.12
.2 Pickup	–	–	–	–	–	–	–	–	–	–
.3 Copy	–	–	–	–	–	–	10.46	5.66	10.46	5.66
.4 Return	–	–	.17	.05	–	–	–	–	.17	.05
.5 Records	–	–	1.52	.43	.20	.08	–	–	1.72	.51
.6 Invoice	–	–	1.78	.50	2.52	1.00	–	–	4.30	1.50
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	3.89	1.10	2.72	1.08	10.46	5.66	17.07	7.84
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	–	–	.28	.08	1.06	.42	9.37	5.07	10.71	5.57
.3 Mail	–	–	.28	.08	.20	.08	–	–	.48	.16
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	.56	.16	1.26	.50	9.37	5.07	11.19	5.73
9. Followup										
.1 Overdue	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	.10	.03	–	–	–	–	.10	.03
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	.10	.03	–	–	–	–	.10	.03
10. Return										
.1 Unwrap	–	–	–	–	–	–	2.62	1.42	2.62	1.42
.2 Records	–	–	1.09	.31	–	–	–	–	1.09	.31
.3 Discharge	–	–	.45	.13	–	–	–	–	.45	.13
.4 Shelve	–	–	.81	.23	–	–	–	–	.81	.23
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	2.35	.67	–	–	2.62	1.42	4.97	2.09
Lending Total	–	–	22.00	6.21	10.51	4.16	34.46	18.65	66.97	29.02
Grand Total	–	–	167.82	47.11	189.55	74.72	60.48	32.73	417.85	154.56

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | Activity Detail | Library Code 30

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	–	–	8.75	1.86	–	–	.14	.08	8.89	1.94
.2 Verify	–	–	4.93	1.05	–	–	–	–	4.93	1.05
.3 Stamp	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	13.68	2.91	–	–	.14	.08	13.82	2.99
2. Request										
.1 Locate Source	–	–	8.61	1.83	–	–	–	–	8.61	1.83
.2 ALA Frm.	–	–	11.47	2.44	–	–	6.27	3.59	17.74	6.03
.3 Loc. Frm.	–	–	–	–	–	–	–	–	–	–
.4 Telefax	–	–	–	–	–	–	–	–	–	–
.5 Mail	–	–	.56	.12	–	–	–	–	.56	.12
.6 Other	–	–	.32	.07	–	–	–	–	.32	.07
Subtotal	–	–	20.96	4.46	–	–	6.27	3.59	27.23	8.05
3. Receipt										
.1 Unavailable	–	–	.98	.21	–	–	–	–	.98	.21
.2 Status	–	–	3.70	.79	–	–	–	–	3.70	.79
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	–	–	3.80	.81	–	–	–	–	3.80	.81
.5 Records	–	–	5.63	1.20	–	–	–	–	5.63	1.20
.6 Notify	–	–	9.32	1.98	–	–	–	–	9.32	1.98
.7 Charge	–	–	3.09	.66	–	–	–	–	3.09	.66
.8 Other	–	–	.14	.03	–	–	–	–	.14	.03
Subtotal	–	–	26.66	5.68	–	–	–	–	26.66	5.68
4. Payment										
.1 Records	–	–	.70	.15	–	–	–	–	.70	.15
.2 Fees	–	–	.41	.09	–	–	–	–	.41	.09
.3 Mail	–	–	.46	.10	–	–	–	–	.46	.10
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	1.57	.34	–	–	–	–	1.57	.34
5. Return										
.1 Discharge	–	–	3.52	.75	–	–	–	–	3.52	.75
.2 Records	–	–	2.67	.57	–	–	–	–	2.67	.57
.3 Send	–	–	.50	.11	–	–	4.14	2.37	4.64	2.48
.4 Insure	–	–	.78	.17	–	–	–	–	.78	.17
.5 Other	–	–	1.41	.30	–	–	.12	.07	1.53	.37
Subtotal	–	–	8.88	1.90	–	–	4.26	2.44	13.14	4.34
Borrowing Total	–	–	71.75	15.29	–	–	10.67	6.11	82.42	21.40

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity — Activity Detail — Library Code 30 (Cont.)

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	–	–	–	–	–	–
.2 Receive	–	–	3.00	.64	–	–	–	–	3.00	.64
.3 Locate Item	–	–	1.97	.42	–	–	–	–	1.97	.42
.4 Pickup	–	–	–	–	–	–	1.08	.62	1.08	.62
.5 Charge	–	–	1.64	.35	–	–	–	–	1.64	.35
.6 Records	–	–	1.07	.23	–	–	–	–	1.07	.23
.7 Unavailable	–	–	.51	.11	–	–	–	–	.51	.11
.8 Report	–	–	1.03	.22	–	–	–	–	1.03	.22
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	9.22	1.97	–	–	1.08	.62	10.30	2.59
7. Photocopy										
.1 Verify	–	–	1.97	.42	–	–	–	–	1.97	.42
.2 Pickup	–	–	1.17	.25	–	–	1.92	1.10	3.09	1.35
.3 Copy	–	–	–	–	–	–	–	–	–	–
.4 Return	–	–	.55	.12	–	–	–	–	.55	.12
.5 Records	–	–	2.72	.58	–	–	–	–	2.72	.58
.6 Invoice	–	–	.09	.02	–	–	–	–	.09	.02
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	6.50	1.39	–	–	1.92	1.10	8.42	2.49
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	–	–	2.57	.55	–	–	1.31	.75	3.88	1.30
.3 Mail	–	–	.55	.12	–	–	–	–	.55	.12
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	3.12	.67	–	–	1.31	.75	4.43	1.42
9. Followup										
.1 Overdue	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	.64	.14	–	–	–	–	.64	.14
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	.64	.14	–	–	–	–	.64	.14
10. Return										
.1 Unwrap	–	–	.64	.14	–	–	–	–	.64	.14
.2 Records	–	–	.46	.10	–	–	–	–	.46	.10
.3 Discharge	–	–	.50	.11	–	–	–	–	.50	.11
.4 Shelve	–	–	.09	.02	–	–	–	–	.09	.02
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	1.69	.37	–	–	–	–	1.69	.37
Lending Total	–	–	21.17	4.54	–	–	4.31	2.47	25.48	7.01
Grand Total	–	–	92.92	19.83	–	–	14.98	8.58	107.90	28.41

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | Activity Detail | Library Code 40

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	–	–	41.56	8.68	10.83	3.69	1.95	1.06	54.34	13.43
.2 Verify	–	–	28.48	5.95	.61	.21	.14	.08	29.23	6.24
.3 Stamp	–	–	–	–	–	–	.27	.15	.27	.15
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	70.04	14.63	11.44	3.90	2.36	1.29	83.84	19.82
2. Request										
.1 Locate Source	–	–	33.99	7.10	2.79	.95	.13	.07	36.91	8.12
.2 ALA Form	–	–	7.45	1.56	12.75	4.34	–	–	20.20	5.90
.3 Local Form	–	–	–	–	10.13	3.45	.46	.25	10.59	3.70
.4 Telefax	–	–	10.14	2.12	1.90	.65	.27	.15	12.31	2.92
.5 Mail	–	–	2.81	.59	3.84	1.31	–	–	6.65	1.90
.6 Other	–	–	–	–	–	–	.05	.03	.05	.03
Subtotal	–	–	54.39	11.37	31.41	10.70	.91	.50	86.71	22.57
3. Receipt										
.1 Unavailable	–	–	3.00	.63	–	–	.09	.05	3.09	.68
.2 Status	–	–	10.51	2.20	.88	.30	.05	.03	11.44	2.53
.3 Telefax	–	–	.62	.13	.37	.13	.06	.05	1.08	.31
.4 Receipt	–	–	8.85	1.85	6.07	2.07	.30	.17	15.22	4.09
.5 Records	–	–	11.48	2.40	11.15	3.80	.45	.25	23.08	6.45
.6 Notify	–	–	19.72	4.12	5.59	1.91	.23	.13	25.54	6.16
.7 Charge	–	–	.46	.10	3.39	1.16	.19	.11	4.04	1.37
.8 Other	–	–	–	–	–	–	.05	.03	.05	.03
Subtotal	–	–	54.64	11.43	27.45	9.37	1.45	.82	83.54	21.62
4. Payment										
.1 Records	–	–	1.34	.28	–	–	–	–	1.34	.28
.2 Fees	–	–	–	–	.73	.25	–	–	.73	.25
.3 Mail	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	1.34	.28	.73	.25	–	–	2.07	.53
5. Return										
.1 Discharge	–	–	1.48	.31	2.45	.84	–	–	3.93	1.15
.2 Records	–	–	2.44	.51	8.76	2.98	.42	.23	11.62	3.72
.3 Send	–	–	4.68	.98	4.61	1.57	.18	.10	9.47	2.65
.4 Insure	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	8.60	1.80	15.82	5.39	.60	.33	25.02	7.52
Borrowing Total	–	–	189.01	39.51	86.85	29.61	5.32	2.94	281.18	72.06

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 40 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	7.93	1.66	1.61	.55	1.53	.83	11.07	3.04
.2 Receive	–	–	9.43	1.97	.35	.12	–	–	9.78	2.09
.3 Locate Item	–	–	4.83	1.01	10.06	3.43	1.64	.89	16.53	5.33
.4 Pickup	–	–	3.72	.78	13.86	4.72	6.97	3.75	24.55	9.25
.5 Charge	–	–	1.66	.35	.78	.27	.30	.17	2.74	.79
.6 Records	–	–	3.78	.79	1.57	.54	.36	.20	5.71	1.53
.7 Unavailable	–	–	3.10	.65	1.39	.48	.89	.49	5.38	1.62
.8 Report	–	–	.09	.02	–	–	.06	.04	.15	.06
.9 Other	–	–	–	–	–	–	.14	.08	.14	.08
Subtotal	–	–	34.54	7.23	29.62	10.11	11.89	6.45	76.05	23.79
7. Photocopy										
.1 Verify	–	–	7.03	1.47	9.10	3.10	.64	.35	16.77	4.92
.2 Pickup	–	–	.99	.21	5.36	1.83	.73	.40	7.08	2.44
.3 Copy	–	–	–	–	1.14	.39	1.18	.64	2.32	1.03
.4 Return	–	–	.38	.08	6.71	2.29	.46	.25	7.55	2.62
.5 Records	–	–	2.67	.56	7.43	2.53	2.74	1.48	12.84	4.57
.6 Invoice	–	–	1.58	.33	–	–	3.26	1.76	4.84	2.09
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	1.47	.50	1.12	.61	2.59	1.11
Subtotal	–	–	12.65	2.65	31.21	10.64	10.13	5.49	53.99	18.78
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	–	–	2.48	.52	6.89	2.35	.45	.25	9.82	3.12
.3 Mail	–	–	1.33	.28	6.57	2.24	.46	.26	8.36	2.78
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	3.81	.80	13.46	4.59	.91	.51	18.18	5.90
9. Followup										
.1 Overdue	–	–	.62	.13	.35	.12	–	–	.97	.25
.2 Records	–	–	–	–	–	–	3.43	1.85	3.43	1.85
.3 Other	–	–	–	–	–	–	.27	.15	.27	.15
Subtotal	–	–	.62	.13	.35	.12	3.70	2.00	4.67	2.25
10. Return										
.1 Unwrap	–	–	.86	.18	1.11	.38	.05	.03	2.02	.59
.2 Records	–	–	.38	.08	1.93	.66	.18	.10	2.49	.84
.3 Discharge	–	–	.56	.12	.16	.06	.17	.10	.89	.28
.4 Shelve	–	–	.38	.08	.38	.13	.57	.31	1.33	.52
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	2.18	.46	3.58	1.23	.97	.54	6.73	2.23
Lending Total	–	–	53.80	11.27	78.22	26.69	27.60	14.99	159.62	52.95
Grand Total	–	–	242.81	50.78	165.07	56.30	32.92	17.93	440.80	125.01

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 45**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	–	–	–	–	11.64	3.77	–	–	11.64	3.77
.2 Verify	41.98	6.56	–	–	7.97	2.58	–	–	49.95	9.14
.3 Stamp	–	–	–	–	16.64	5.39	–	–	16.64	5.39
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	41.98	6.56	–	–	36.25	11.74	–	–	78.23	18.30
2. Request										
.1 Locate Source	35.19	5.50	–	–	21.72	7.03	–	–	56.91	12.53
.2 ALA Form	–	–	–	–	11.26	3.65	21.53	10.41	32.79	14.06
.3 Local Form	–	–	–	–	11.05	3.58	24.81	12.00	35.86	15.58
.4 Telefax	–	–	–	–	14.23	4.61	–	–	14.23	4.61
.5 Mail	–	–	–	–	18.59	6.02	–	–	18.59	6.02
.6 Other	–	–	–	–	–	–	1.55	.75	1.55	.75
Subtotal	35.19	5.50	–	–	76.85	24.89	47.89	23.16	159.93	53.55
3. Receipt										
.1 Unavailable	–	–	–	–	4.09	1.33	–	–	4.09	1.33
.2 Status	–	–	–	–	1.53	.50	–	–	1.53	.50
.3 Telefax	–	–	–	–	1.53	.50	–	–	1.53	.50
.4 Receipt	–	–	–	–	22.85	7.40	–	–	22.85	7.40
.5 Records	–	–	–	–	23.19	7.51	3.10	1.50	26.29	9.01
.6 Notify	–	–	–	–	9.10	2.95	–	–	9.10	2.95
.7 Charge	–	–	–	–	24.18	7.83	–	–	24.18	7.83
.8 Other	–	–	–	–	5.98	1.94	–	–	5.98	1.94
Subtotal	–	–	–	–	92.45	29.96	3.10	1.50	95.55	31.46
4. Payment										
.1 Records	–	–	–	–	–	–	–	–	–	–
.2 Fees	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	–	–	2.15	.70	–	–	2.15	.70
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	2.15	.70	–	–	2.15	.70
5. Return										
.1 Discharge	–	–	–	–	5.03	1.63	–	–	5.03	1.63
.2 Records	–	–	–	–	6.01	1.95	–	–	6.01	1.95
.3 Send	–	–	–	–	6.31	2.05	–	–	6.31	2.05
.4 Insure	–	–	–	–	.24	.08	–	–	.24	.08
.5 Other	–	–	–	–	–	–	2.58	1.25	2.58	1.25
Subtotal	–	–	–	–	17.59	5.71	2.58	1.25	20.17	6.96
Borrowing Total	77.17	12.06	–	–	225.29	73.00	53.57	25.91	356.03	110.97

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 45 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	8.48	2.75	.16	.08	8.64	2.83
.2 Receive	–	–	–	–	4.89	1.59	.26	.13	5.15	1.72
.3 Locate Item	–	–	–	–	–	–	4.53	2.20	4.53	2.20
.4 Pickup	–	–	–	–	–	–	11.21	5.43	11.21	5.43
.5 Charge	–	–	–	–	.24	.08	3.65	1.78	3.89	1.86
.6 Records	–	–	–	–	16.40	5.31	4.27	2.07	20.67	7.38
.7 Unavailable	–	–	–	–	4.99	1.62	3.83	1.86	8.82	3.48
.8 Report	–	–	–	–	1.50	.49	1.27	.62	2.77	1.11
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	36.50	11.84	29.18	14.17	65.68	26.01
7. Photocopy										
.1 Verify	–	–	–	–	–	–	.86	.42	.86	.42
.2 Pickup	–	–	–	–	.24	.08	2.56	1.24	2.80	1.32
.3 Copy	–	–	–	–	3.11	1.01	6.66	3.23	9.77	4.24
.4 Return	–	–	–	–	.52	.17	.75	.37	1.27	.54
.5 Records	–	–	–	–	.24	.08	3.19	1.55	3.43	1.63
.6 Invoice	–	–	–	–	–	–	.68	.33	.68	.33
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	4.11	1.34	14.70	7.14	18.81	8.48
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	–	–	–	–	.89	.29	2.88	1.40	3.77	1.69
.3 Mail	–	–	–	–	6.29	2.04	1.71	.83	8.00	2.87
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	7.18	2.33	4.59	2.23	11.77	4.56
9. Followup										
.1 Overdue	–	–	–	–	–	–	.51	.25	.51	.25
.2 Records	–	–	–	–	–	–	5.17	2.50	5.17	2.50
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	5.68	2.75	5.68	2.75
10. Return										
.1 Unwrap	–	–	–	–	4.81	1.56	3.50	1.70	3.31	3.26
.2 Records	–	–	–	–	1.23	.40	.86	.42	2.09	.82
.3 Discharge	–	–	–	–	–	–	4.56	2.21	4.56	2.21
.4 Shelve	–	–	–	–	–	–	.10	.05	.10	.05
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	6.04	1.96	9.02	4.38	15.06	6.34
Lending Total	–	–	–	–	53.83	17.47	63.17	30.67	117.00	48.14
Grand Total	77.17	12.06	–	–	279.12	90.47	116.74	56.58	473.03	159.11

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 50**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	3.01	.62	16.38	4.82	20.55	6.72	–	–	39.94	12.16
.2 Verify	–	–	1.12	.33	3.08	1.00	–	–	4.20	1.33
.3 Stamp	–	–	–	–	3.85	1.25	–	–	3.85	1.25
.4 Other	3.64	.75	–	–	–	–	–	–	3.64	.75
Subtotal	6.65	1.37	17.50	5.15	27.48	8.97	–	–	51.63	15.49
2. Request										
.1 Locate Source	–	–	2.27	.67	48.04	17.10	–	–	50.31	17.77
.2 ALA Form	–	–	22.95	6.75	34.50	11.17	–	–	57.45	17.92
.3 Local Form	–	–	–	–	–	–	–	–	–	–
.4 Telefax	1.21	.25	1.83	.54	2.99	.97	–	–	6.03	1.76
.5 Mail	–	–	3.94	1.16	7.19	2.33	–	–	11.13	3.49
.6 Other	–	–	–	–	10.23	3.67	–	–	10.23	3.67
Subtotal	1.21	.25	30.99	9.12	102.95	35.24	–	–	135.15	44.61
3. Receipt										
.1 Unavailable	–	–	1.12	.33	2.96	.96	–	–	4.08	1.29
.2 Status	.24	.05	1.12	.33	1.69	.55	–	–	3.05	.93
.3 Telefax	–	–	–	–	.21	.08	–	–	.21	.08
.4 Receipt	3.40	.70	6.22	1.83	7.35	2.38	–	–	16.97	4.91
.5 Records	15.26	3.14	7.34	2.16	7.32	2.37	–	–	29.92	7.67
.6 Notify	2.04	.42	2.82	.83	9.82	3.18	–	–	14.68	4.43
.7 Charge	.58	.12	4.52	1.33	11.42	3.70	–	–	16.52	5.15
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	21.52	4.43	23.14	6.81	40.77	13.22	–	–	85.43	24.46
4. Payment										
.1 Records	–	–	9.07	2.67	3.33	1.08	–	–	12.40	3.75
.2 Fees	–	–	.57	.17	–	–	–	–	.57	.17
.3 Mail	–	–	5.10	1.50	.52	.17	–	–	5.62	1.67
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	14.74	4.34	3.85	1.25	–	–	18.59	5.59
5. Return										
.1 Discharge	.48	.10	5.67	1.67	12.07	3.91	–	–	18.22	5.68
.2 Records	–	–	3.97	1.17	8.74	2.83	–	–	12.71	4.00
.3 Send	–	–	–	–	1.01	.33	14.13	8.08	15.14	8.41
.4 Insure	–	–	3.09	.91	1.51	.49	–	–	4.60	1.40
.5 Other	9.72	2.00	–	–	–	–	–	–	9.72	2.00
Subtotal	10.20	2.10	12.73	3.75	23.33	7.56	14.13	8.08	60.39	21.49
Borrowing Total	39.58	8.15	99.10	29.17	198.38	66.24	14.13	8.08	351.19	111.64

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 50 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	.82	.17	2.44	.72	1.76	.58	–	–	5.02	1.47
.2 Receive	–	–	2.00	.59	1.29	.42	–	–	3.29	1.01
.3 Locate Item	5.86	1.21	1.15	.34	.52	.17	–	–	7.53	1.72
.4 Pickup	16.22	3.34	–	–	3.00	1.08	–	–	19.22	4.42
.5 Charge	–	–	2.55	.75	7.69	2.67	–	–	10.24	3.42
.6 Records	–	–	1.15	.34	7.34	2.58	–	–	8.49	2.92
.7 Unavailable	–	–	1.42	.42	1.81	.59	–	–	3.23	1.01
.8 Report	–	–	–	–	.52	.17	–	–	.52	.17
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	22.90	4.72	10.71	3.16	23.93	8.26	–	–	57.54	16.14
7. Photocopy										
.1 Verify	–	–	.57	.17	6.34	2.25	–	–	6.91	2.42
.2 Pickup	–	–	–	–	.22	.08	–	–	.22	.08
.3 Copy	–	–	–	–	2.08	.75	–	–	2.08	.75
.4 Return	–	–	–	–	–	–	–	–	–	–
.5 Records	–	–	–	–	2.31	.75	–	–	2.31	.75
.6 Invoice	–	–	.57	.17	.48	.16	–	–	1.05	.33
.7 Payment	1.60	.33	1.12	.33	–	–	–	–	2.72	.66
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	1.60	.33	2.26	.67	11.43	3.99	–	–	15.29	4.99
8. Sending										
.1 Insure	–	–	.57	.17	–	–	–	–	.57	.17
.2 Wrap	–	–	–	–	.24	.08	.87	.50	1.11	.58
.3 Mail	–	–	–	–	.77	.25	.87	.50	1.64	.75
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	.57	.17	1.01	.33	1.74	1.00	3.32	1.50
9. Followup										
.1 Overdue	.82	.17	.57	.17	–	–	–	–	1.39	.34
.2 Records	–	–	–	–	1.78	.58	–	–	1.78	.58
.3 Other	–	–	–	–	1.01	.33	–	–	1.01	.33
Subtotal	.82	.17	.57	.17	2.79	.91	–	–	4.18	1.25
10. Return										
.1 Unwrap	–	–	1.42	.42	.52	.17	–	–	1.94	.59
.2 Records	–	–	1.70	.50	.24	.08	–	–	1.94	.58
.3 Discharge	–	–	1.70	.50	.24	.08	–	–	1.94	.58
.4 Shelve	–	–	–	–	.24	.08	–	–	.24	.08
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	4.82	1.42	1.24	.41	–	–	6.06	1.83
Lending Total	25.32	5.22	18.93	5.59	40.40	13.90	1.74	1.00	86.39	25.71
Grand Total	64.90	13.37	118.03	34.76	238.78	80.14	15.87	9.08	437.58	137.35

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 55**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	2.40	.45	–	–	.69	.25	–	–	3.09	.70
.2 Verify	3.47	.65	–	–	.44	.16	–	–	3.91	.81
.3 Stamp	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	5.87	1.10	–	–	1.13	.41	–	–	7.00	1.51
2. Request										
.1 Locate Source	9.36	1.75	–	–	3.06	1.10	–	–	12.42	2.85
.2 ALA Form	–	–	–	–	4.69	1.69	–	–	4.69	1.69
.3 Local Form	–	–	–	–	1.52	.55	–	–	1.52	.55
.4 Telefax	–	–	–	–	3.93	1.41	–	–	3.93	1.41
.5 Mail	–	–	–	–	.05	.02	–	–	.05	.02
.6 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	9.36	1.75	–	–	13.25	4.77	–	–	22.61	6.52
3. Receipt										
.1 Unavailable	–	–	–	–	1.10	.40	–	–	1.10	.40
.2 Status	–	–	–	–	.13	.05	–	–	.13	.05
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	–	–	–	–	2.14	.77	–	–	2.14	.77
.5 Records	–	–	–	–	.97	.35	–	–	.97	.35
.6 Notify	–	–	–	–	2.77	1.00	–	–	2.77	1.00
.7 Charge	–	–	–	–	.05	.02	–	–	.05	.02
.8 Other	–	–	–	–	.47	.17	–	–	.47	.17
Subtotal	–	–	–	–	7.63	2.76	–	–	7.63	2.76
4. Payment										
.1 Records	–	–	–	–	.08	.03	–	–	.08	.03
.2 Fees	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	.08	.03	–	–	.08	.03
5. Return										
.1 Discharge	–	–	–	–	1.49	.54	–	–	1.49	.54
.2 Records	–	–	–	–	1.57	.57	–	–	1.57	.57
.3 Send	–	–	–	–	3.47	1.25	–	–	3.47	1.25
.4 Insure	–	–	–	–	.86	.31	–	–	.86	.31
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	7.39	2.67	–	–	7.39	2.67
Borrowing Total	15.23	2.85	–	–	29.48	10.64	–	–	44.71	13.49

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 55 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	1.16	.42	–	–	1.16	.42
.2 Receive	–	–	–	–	.13	.05	–	–	.13	.05
.3 Locate Item	–	–	–	–	1.38	.50	–	–	1.38	.50
.4 Pickup	–	–	–	–	1.29	.47	–	–	1.29	.47
.5 Charge	–	–	–	–	–	–	–	–	–	–
.6 Records	–	–	–	–	.30	.11	–	–	.30	.11
.7 Unavailable	–	–	–	–	.08	.03	–	–	.08	.03
.8 Report	–	–	–	–	–	–	–	–	–	–
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	4.34	1.58	–	–	4.34	1.58
7. Photocopy										
.1 Verify	–	–	–	–	.41	.15	–	–	.41	.15
.2 Pickup	–	–	–	–	–	–	–	–	–	–
.3 Copy	–	–	–	–	2.78	1.00	–	–	2.78	1.00
.4 Return	–	–	–	–	–	–	–	–	–	–
.5 Records	–	–	–	–	.13	.05	–	–	.13	.05
.6 Invoice	–	–	–	–	.19	.07	–	–	.19	.07
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	3.51	1.27	–	–	3.51	1.27
8. Sending										
.1 Insure	–	–	–	–	.44	.16	–	–	.44	.16
.2 Wrap	–	–	–	–	1.44	.52	–	–	1.44	.52
.3 Mail	–	–	–	–	.22	.08	–	–	.22	.08
.4 Other	–	–	–	–	.69	.25	–	–	.69	.25
Subtotal	–	–	–	–	2.79	1.01	–	–	2.79	1.01
9. Followup										
.1 Overdue	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	–	–	–	–	–	–	–	–
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	–	–	–	–
10. Return										
.1 Unwrap	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	–	–	–	–	–	–	–	–
.3 Discharge	–	–	–	–	–	–	–	–	–	–
.4 Shelve	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	–	–	–	–
Lending Total	–	–	–	–	10.64	3.86	–	–	10.64	3.86
Grand Total	15.23	2.85	–	–	40.12	14.50	–	–	55.35	17.35

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 63**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	–	–	–	–	1.79	.39	–	–	1.79	.39
.2 Verify	–	–	–	–	9.93	2.16	–	–	9.93	2.16
.3 Stamp	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	11.72	2.55	–	–	11.72	2.55
2. Request										
.1 Locate Source	–	–	–	–	7.45	1.62	–	–	7.45	1.62
.2 ALA Form	–	–	–	–	16.55	3.60	–	–	16.55	3.60
.3 Local Form	–	–	–	–	4.41	.96	–	–	4.41	.96
.4 Telefax	–	–	–	–	9.65	2.10	–	–	9.65	2.10
.5 Mail	–	–	–	–	1.13	.25	–	–	1.13	.25
.6 Other	–	–	–	–	.46	.10	–	–	.46	.10
Subtotal	–	–	–	–	39.65	8.63	–	–	39.65	8.63
3. Receipt										
.1 Unavailable	–	–	–	–	1.23	.27	–	–	1.23	.27
.2 Status	–	–	–	–	3.67	.98	–	–	3.67	.98
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	–	–	–	–	2.10	.46	–	–	2.10	.46
.5 Records	–	–	–	–	8.45	1.84	–	–	8.45	1.84
.6 Notify	–	–	–	–	5.56	1.21	–	–	5.56	1.21
.7 Charge	–	–	–	–	5.74	1.25	–	–	5.74	1.25
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	26.75	6.01	–	–	26.75	6.01
4. Payment										
.1 Records	–	–	–	–	.13	.03	–	–	.13	.03
.2 Fees	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	–	–	.36	.08	–	–	.36	.08
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	.49	.11	–	–	.49	.11
5. Return										
.1 Discharge	–	–	–	–	1.05	.23	–	–	1.05	.23
.2 Records	–	–	–	–	1.51	.33	–	–	1.51	.33
.3 Send	–	–	–	–	1.28	.28	–	–	1.28	.28
.4 Insure	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	3.84	.84	–	–	3.84	.84
Borrowing Total	–	–	–	–	82.45	18.14	–	–	82.45	18.14

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 63 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	1.18	.26	–	–	1.18	.26
.2 Receive	–	–	–	–	.95	.21	–	–	.95	.21
.3 Locate Item	–	–	–	–	.09	.02	–	–	.09	.02
.4 Pickup	–	–	–	–	1.82	.40	–	–	1.82	.40
.5 Charge	–	–	–	–	.23	.05	–	–	.23	.05
.6 Records	–	–	–	–	.82	.18	–	–	.82	.18
.7 Unavailable	–	–	–	–	.23	.05	–	–	.23	.05
.8 Report	–	–	–	–	1.28	.28	–	–	1.28	.28
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	6.60	1.45	–	–	6.60	1.45
7. Photocopy										
.1 Verify	–	–	–	–	2.29	.50	–	–	2.29	.50
.2 Pickup	–	–	–	–	.59	.13	–	–	.59	.13
.3 Copy	–	–	–	–	–	–	–	–	–	–
.4 Return	–	–	–	–	.63	.14	–	–	.63	.14
.5 Records	–	–	–	–	4.50	.98	–	–	4.50	.98
.6 Invoice	–	–	–	–	–	–	–	–	–	–
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	8.01	1.75	–	–	8.01	1.75
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	–	–	–	–	2.24	.49	–	–	2.24	.49
.3 Mail	–	–	–	–	.82	.18	–	–	.82	.18
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	3.06	.67	–	–	3.06	.67
9. Followup										
.1 Overdue	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	–	–	–	–	–	–	–	–
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	–	–	–	–
10. Return										
.1 Unwrap	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	–	–	–	–	–	–	–	–
.3 Discharge	–	–	–	–	–	–	–	–	–	–
.4 Shelve	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	–	–	–	–
Lending Total	–	–	–	–	17.67	3.87	–	–	17.67	3.87
Grand Total	–	–	–	–	100.12	22.01	–	–	100.12	22.01

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 65**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	–	–	36.74	7.88	–	–	.55	.31	37.29	8.19
.2 Verify	–	–	16.46	3.53	.23	.08	–	–	16.69	3.61
.3 Stamp	–	–	12.09	2.57	–	–	.90	.50	12.99	3.07
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	65.29	13.98	.23	.08	1.45	.81	66.97	14.87
2. Request										
.1 Locate Source	–	–	57.27	12.54	4.78	1.66	–	–	62.05	14.20
.2 ALA Form	–	–	49.16	10.78	2.39	.83	1.04	.58	52.59	12.19
.3 Local Form	–	–	22.17	4.78	.77	.27	5.82	3.24	28.76	8.29
.4 Telefax	–	–	14.66	3.18	.49	.17	–	–	15.15	3.35
.5 Mail	–	–	3.83	.82	–	–	–	–	3.83	.82
.6 Other	–	–	.99	.22	–	–	–	–	.99	.22
Subtotal	–	–	148.08	32.32	8.43	2.93	6.86	3.82	163.37	39.07
3. Receipt										
.1 Unavailable	–	–	8.15	1.75	–	–	–	–	8.15	1.75
.2 Status	–	–	6.15	1.32	–	–	.05	.03	6.20	1.35
.3 Telefax	–	–	3.29	.70	–	–	.05	.03	3.34	.73
.4 Receipt	–	–	17.59	3.82	–	–	.90	.50	18.49	4.32
.5 Records	–	–	26.13	5.67	–	–	.14	.08	26.27	5.75
.6 Notify	–	–	32.30	6.95	–	–	.44	.25	32.74	7.20
.7 Charge	–	–	17.19	3.72	–	–	.14	.08	17.33	3.80
.8 Other	–	–	1.08	.24	–	–	1.40	.67	2.48	.91
Subtotal	–	–	111.88	24.17	–	–	3.12	1.64	115.00	25.81
4. Payment										
.1 Records	–	–	6.00	1.28	–	–	–	–	6.00	1.28
.2 Fees	–	–	.23	.05	–	–	–	–	.23	.05
.3 Mail	–	–	.44	.10	–	–	–	–	.44	.10
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	6.67	1.43	–	–	–	–	6.67	1.43
5. Return										
.1 Discharge	–	–	9.29	2.01	.30	.11	.93	.52	10.52	2.64
.2 Records	–	–	8.48	1.84	.50	.18	1.12	.63	10.10	2.65
.3 Send	–	–	10.99	2.39	3.03	1.05	2.97	1.66	16.99	5.10
.4 Insure	–	–	4.52	.98	.24	.09	1.49	.83	6.25	1.90
.5 Other	–	–	.13	.03	–	–	11.07	5.28	11.20	5.31
Subtotal	–	–	33.41	7.25	4.07	1.43	17.58	8.92	55.06	17.60
Borrowing Total	–	–	365.33	79.15	12.73	4.44	29.01	15.19	407.07	98.78

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 65 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	9.49	2.06	.71	.25	.45	.25	10.65	2.56
.2 Receive	–	–	24.58	5.28	1.26	.44	.67	.38	26.51	6.10
.3 Locate Item	–	–	27.25	5.83	2.85	.99	3.58	1.92	33.68	8.74
.4 Pickup	–	–	15.02	3.22	5.10	1.77	6.89	3.66	27.01	8.65
.5 Charge	–	–	12.76	2.73	.60	.21	1.70	.95	15.06	3.89
.6 Records	–	–	21.82	4.69	1.23	.43	1.17	.65	24.22	5.77
.7 Unavailable	–	–	9.62	2.07	.20	.07	.62	.35	10.44	2.49
.8 Report	–	–	14.05	3.00	–	–	.14	.08	14.19	3.08
.9 Other	–	–	.72	.16	–	–	.44	.25	1.16	.41
Subtotal	–	–	135.31	29.04	11.95	4.16	15.66	8.49	162.92	41.69
7. Photocopy										
.1 Verify	–	–	19.81	4.24	.20	.07	4.31	2.40	24.32	6.71
.2 Pickup	–	–	1.50	.33	.08	.03	10.12	5.63	11.70	5.99
.3 Copy	–	–	–	–	.23	.08	30.38	14.50	30.61	14.58
.4 Return	–	–	1.14	.25	.14	.05	.09	.05	1.37	.35
.5 Records	–	–	18.19	3.90	.23	.08	.58	.33	19.00	4.31
.6 Invoice	–	–	2.48	.53	1.18	.41	–	–	3.66	.94
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	.13	.03	–	–	–	–	.13	.03
Subtotal	–	–	43.25	9.28	2.06	.72	45.48	22.91	90.79	32.91
8. Sending										
.1 Insure	–	–	2.36	.51	.16	.06	.48	.27	3.00	.84
.2 Wrap	–	–	9.51	2.05	4.58	1.59	3.86	2.15	17.95	5.79
.3 Mail	–	–	2.54	.55	.20	.07	.37	.21	3.11	.83
.4 Other	–	–	–	–	–	–	11.07	5.28	11.07	5.28
Subtotal	–	–	14.41	3.11	4.94	1.72	15.78	7.91	35.13	12.74
9. Followup										
.1 Overdue	–	–	3.71	.80	–	–	–	–	3.71	.80
.2 Records	–	–	6.49	1.38	.72	.25	–	–	7.21	1.63
.3 Other	–	–	–	–	–	–	.14	.08	.14	.08
Subtotal	–	–	10.20	2.18	.72	.25	.14	.08	11.06	2.51
10. Return										
.1 Unwrap	–	–	3.56	.79	–	–	.45	.25	4.01	1.04
.2 Records	–	–	2.74	.61	–	–	.46	.26	3.20	.87
.3 Discharge	–	–	3.57	.78	–	–	.15	.09	3.72	.87
.4 Shelve	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	9.87	2.18	–	–	1.06	.60	10.93	2.78
Lending Total	–	–	213.04	45.79	19.67	6.85	78.12	39.99	310.83	92.63
Grand Total	–	–	578.37	124.94	32.40	11.29	107.13	55.18	717.90	191.41

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 70**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	5.76	.90	7.91	1.73	.09	.03	–	–	13.76	2.66
.2 Verify	6.96	1.09	10.19	2.26	–	–	2.09	1.00	19.24	4.35
.3 Stamp	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	.47	.25	.47	.25
Subtotal	12.72	1.99	18.10	3.99	.09	.03	2.56	1.25	33.47	7.26
2. Request										
.1 Locate Source	6.40	1.00	8.86	1.97	–	–	1.89	1.00	17.15	3.97
.2 ALA Form	–	–	20.19	4.88	–	–	4.43	2.34	24.62	7.22
.3 Local Form	–	–	14.44	3.49	–	–	.97	.50	15.41	3.99
.4 Telefax	–	–	5.66	1.37	–	–	8.81	4.20	14.47	5.57
.5 Mail	–	–	2.30	.56	–	–	–	–	2.30	.56
.6 Other	–	–	8.47	2.05	–	–	6.44	3.41	14.91	5.46
Subtotal	6.40	1.00	59.92	14.32	–	–	22.54	11.45	88.86	26.77
3. Receipt										
.1 Unavailable	.44	.07	7.32	1.77	–	–	–	–	7.76	1.84
.2 Status	–	–	5.65	1.37	–	–	.14	.07	5.79	1.44
.3 Telefax	–	–	.08	.02	–	–	–	–	.08	.02
.4 Receipt	–	–	20.56	4.97	–	–	–	–	20.56	4.97
.5 Records	–	–	15.39	3.63	–	–	–	–	15.39	3.63
.6 Notify	.83	.13	14.47	3.50	–	–	.69	.33	15.99	3.96
.7 Charge	–	–	10.33	2.50	.15	.05	1.40	.67	11.88	3.22
.8 Other	2.88	.45	.20	.05	–	–	2.45	1.17	5.53	1.67
Subtotal	4.15	.65	74.00	17.81	.15	.05	4.68	2.24	82.98	20.75
4. Payment										
.1 Records	–	–	.20	.05	–	–	–	–	.20	.05
.2 Fees	–	–	.81	.20	–	–	–	–	.81	.20
.3 Mail	–	–	1.23	.30	–	–	–	–	1.23	.30
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	2.24	.55	–	–	–	–	2.24	.55
5. Return										
.1 Discharge	–	–	9.72	2.35	–	–	–	–	9.72	2.35
.2 Records	–	–	2.88	.70	–	–	–	–	2.88	.70
.3 Send	–	–	1.19	.29	–	–	10.28	4.90	11.47	5.19
.4 Insure	–	–	–	–	–	–	.16	.08	.16	.08
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	13.79	3.34	–	–	10.44	4.98	24.23	8.32
Borrow Total	23.27	3.64	168.05	40.01	.24	.08	40.22	19.92	231.78	63.65

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 70 (Cont.)**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	1.28	.20	10.87	2.63	.88	.28	3.50	1.67	16.53	4.78
.2 Receive	6.33	.99	6.16	1.49	–	–	3.31	1.63	15.80	4.11
.3 Locate Item	1.40	.22	.40	.10	–	–	12.78	6.88	14.58	7.20
.4 Pickup	–	–	.70	.17	–	–	15.99	8.33	16.69	8.50
.5 Charge	–	–	.61	.15	–	–	1.21	.58	1.82	.73
.6 Records	–	–	12.07	2.92	–	–	–	–	12.07	2.92
.7 Unavailable	–	–	4.91	1.19	–	–	.06	.04	4.97	1.23
.8 Report	1.08	.17	2.93	.71	–	–	–	–	4.01	.88
.9 Other	5.50	.86	1.03	.25	–	–	–	–	6.53	1.11
Subtotal	15.59	2.44	39.68	9.61	.88	.28	36.85	19.13	93.00	31.46
7. Photocopy										
.1 Verify	–	–	6.32	1.53	–	–	1.79	.95	8.11	2.48
.2 Pickup	–	–	–	–	–	–	.97	.52	.97	.52
.3 Copy	–	–	.28	.07	–	–	16.85	8.99	17.13	9.06
.4 Return	–	–	.32	.08	–	–	.39	.21	.71	.29
.5 Records	–	–	9.30	2.25	–	–	–	–	9.30	2.25
.6 Invoice	–	–	1.52	.37	–	–	–	–	1.52	.37
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	17.74	4.30	–	–	20.00	10.67	37.74	14.97
8. Sending										
.1 Insure	–	–	–	–	–	–	.20	.10	.20	.10
.2 Wrap	–	–	12.37	2.99	–	–	2.94	1.41	15.31	4.40
.3 Mail	–	–	2.84	.69	–	–	–	–	2.84	.69
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	15.21	3.68	–	–	3.14	1.51	18.35	5.19
9. Followup										
.1 Overdue	.83	.13	2.40	.58	–	–	.88	.42	4.11	1.13
.2 Records	–	–	3.05	.74	–	–	–	–	3.05	.74
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	.83	.13	5.45	1.32	–	–	.88	.42	7.16	1.87
10. Return										
.1 Unwrap	–	–	5.99	1.45	–	–	–	–	5.99	1.45
.2 Records	–	–	1.23	.30	–	–	–	–	1.23	.30
.3 Discharge	–	–	1.76	.43	–	–	–	–	1.76	.43
.4 Shelve	–	–	.82	.20	–	–	–	–	.82	.20
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	9.80	2.38	–	–	–	–	9.80	2.38
Lending Total	16.42	2.57	87.88	21.29	.88	.28	60.87	31.73	166.05	55.87
Grand Total	39.69	6.21	255.93	61.30	1.12	.36	101.09	51.65	397.83	119.52

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 75**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	3.66	.61	–	–	.09	.03	–	–	3.75	.64
.2 Verify	2.76	.46	–	–	–	–	–	–	2.76	.46
.3 Stamp	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	6.42	1.07	–	–	.09	.03	–	–	6.51	1.10
2. Request										
.1 Locate Source	1.20	.20	–	–	–	–	–	–	1.20	.20
.2 ALA Form	7.74	1.29	–	–	–	–	–	–	7.74	1.29
.3 Local Form	–	–	–	–	–	–	–	–	–	–
.4 Telefax	–	–	–	–	–	–	–	–	–	–
.5 Mail	–	–	–	–	–	–	–	–	–	–
.6 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	8.94	1.49	–	–	–	–	–	–	8.94	1.49
3. Receipt										
.1 Unavailable	4.92	.82	–	–	–	–	–	–	4.92	.82
.2 Status	2.76	.46	–	–	–	–	–	–	2.76	.46
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	11.70	1.95	–	–	–	–	–	–	11.70	1.95
.5 Records	11.94	1.99	–	–	–	–	–	–	11.94	1.99
.6 Notify	5.10	.85	–	–	–	–	–	–	5.10	.85
.7 Charge	.36	.06	–	–	.77	25	–	–	1.13	.31
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	36.78	6.13	–	–	.77	.25	–	–	37.55	6.38
4. Payment										
.1 Records	.36	.06	–	–	–	–	–	–	.36	.06
.2 Fees	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	.36	.06	–	–	–	–	–	–	.36	.06
5. Return										
.1 Discharge	6.24	1.04	–	–	–	–	–	–	6.24	1.04
.2 Records	6.24	1.04	–	–	–	–	–	–	6.24	1.04
.3 Send	5.46	.91	–	–	–	–	–	–	5.46	.91
.4 Insure	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	17.94	2.99	–	–	–	–	–	–	17.94	2.99
Borrowing Total	70.44	11.74	–	–	.86	.28	–	–	71.30	12.02

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity — Activity Detail — Library Code 75 (Cont.)

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	–	–	–	–	–	–
.2 Receive	.48	.08	–	–	–	–	–	–	.48	.08
.3 Locate Item	–	–	–	–	10.50	3.39	–	–	10.50	3.39
.4 Pickup	.48	.08	–	–	5.35	1.73	–	–	5.83	1.81
.5 Charge	–	–	–	–	3.27	1.06	–	–	3.27	1.06
.6 Records	–	–	–	–	–	–	–	–	–	–
.7 Unavailable	1.08	.18	–	–	–	–	–	–	1.08	.18
.8 Report	–	–	–	–	–	–	–	–	–	–
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	2.04	.34	–	–	19.12	6.18	–	–	21.16	6.52
7. Photocopy										
.1 Verify	–	–	–	–	1.88	.61	–	–	1.88	.61
.2 Pickup	–	–	–	–	6.25	2.02	–	–	6.25	2.02
.3 Copy	–	–	–	–	–	–	–	–	–	–
.4 Return	–	–	–	–	–	–	–	–	–	–
.5 Records	–	–	–	–	–	–	–	–	–	–
.6 Invoice	–	–	–	–	–	–	–	–	–	–
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	8.13	2.63	–	–	8.13	2.63
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	3.48	.58	–	–	4.12	1.33	–	–	7.60	1.91
.3 Mail	.78	.13	–	–	–	–	–	–	.78	.13
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	4.26	.71	–	–	4.12	1.33	–	–	8.38	2.04
9. Followup										
.1 Overdue	–	–	–	–	–	–	–	–	–	–
.2 Records	–	–	–	–	–	–	–	–	–	–
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	–	–	–	–	–	–	–	–
10. Return										
.1 Unwrap	4.14	.69	–	–	–	–	–	–	4.14	.69
.2 Records	4.14	.69	–	–	–	–	–	–	4.14	.69
.3 Discharge	–	–	–	–	3.05	.99	–	–	3.05	.99
.4 Shelve	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	8.28	1.38	–	–	3.05	.99	–	–	11.33	2.37
Lending Total	14.58	2.43	–	–	34.42	11.13	–	–	49.00	13.56
Grand Total	85.02	14.17	–	–	35.28	11.41	–	–	120.30	25.58

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity | **Activity Detail** | **Library Code 80**

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
I. Borrowing										
1. Preliminary										
.1 Assist	24.37	3.81	21.49	5.46	–	–	–	–	45.86	9.27
.2 Verify	18.93	2.96	18.03	4.58	–	–	–	–	36.96	7.54
.3 Stamp	–	–	–	–	–	–	5.41	2.85	5.41	2.85
.4 Other	2.62	.41	–	–	–	–	–	–	2.62	.41
Subtotal	45.92	7.18	39.52	10.04	–	–	5.41	2.85	90.85	20.07
2. Request										
.1 Locate Source	12.21	1.91	22.30	5.66	–	–	1.44	.76	35.95	8.33
.2 ALA Form	2.67	.42	54.16	13.75	–	–	3.43	1.81	60.26	15.98
.3 Local Form	–	–	5.27	1.34	–	–	–	–	5.27	1.34
.4 Telefax	–	–	–	–	–	–	–	–	–	–
.5 Mail	–	–	31.15	7.91	–	–	–	–	31.15	7.91
.6 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	14.88	2.33	112.88	28.66	–	–	4.87	2.57	132.63	33.56
3. Receipt										
.1 Unavailable	–	–	.98	.25	–	–	–	–	.98	.25
.2 Status	–	–	2.28	.58	–	–	–	–	2.28	.58
.3 Telefax	–	–	–	–	–	–	–	–	–	–
.4 Receipt	–	–	32.17	8.17	–	–	–	–	32.17	8.17
.5 Records	–	–	18.70	4.75	–	–	–	–	18.70	4.75
.6 Notify	–	–	10.35	2.63	–	–	–	–	10.35	2.63
.7 Charge	–	–	1.29	.33	–	–	–	–	1.29	.33
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	65.77	16.71	–	–	–	–	65.77	16.71
4. Payment										
.1 Records	–	–	4.24	1.08	–	–	–	–	4.24	1.08
.2 Fees	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	–	–	–	–	–	–	–	–
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	4.24	1.08	–	–	–	–	4.24	1.08
5. Return										
.1 Discharge	–	–	23.94	6.08	–	–	–	–	23.94	6.08
.2 Records	–	–	15.09	3.83	–	–	–	–	15.09	3.83
.3 Send	–	–	.66	.17	–	–	–	–	.66	.17
.4 Insure	–	–	–	–	–	–	–	–	–	–
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	39.69	10.08	–	–	–	–	39.69	10.08
Borrowing Total	60.80	9.51	262.10	66.57	–	–	10.28	5.42	333.18	81.50

APPENDIX B

CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

Operation Function Activity — Activity Detail — Library Code 80 (Cont.)

Cost ($)/Time (Hrs.)

	Professional		Library Asst.		Clerical		Student Asst.		Total	
	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.
II. Lending										
6. Rec. Req.										
.1 Telefax	–	–	–	–	–	–	–	–	–	–
.2 Receive	–	–	10.19	2.59	–	–	6.15	3.24	16.34	5.83
.3 Locate Item	–	–	1.61	.41	–	–	4.76	2.51	6.37	2.92
.4 Pickup	–	–	1.96	.50	–	–	12.85	6.77	14.81	7.27
.5 Charge	–	–	1.32	.34	–	–	–	–	1.32	.34
.6 Records	–	–	5.26	1.34	–	–	–	–	5.26	1.34
.7 Unavailable	–	–	.62	.16	–	–	3.98	2.10	4.60	2.26
.8 Report	–	–	–	–	–	–	–	–	–	–
.9 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	20.96	5.34	–	–	27.74	14.62	48.70	19.96
7. Photocopy										
.1 Verify	–	–	.66	.17	–	–	3.92	2.07	4.58	2.24
.2 Pickup	–	–	.98	.25	–	–	7.31	3.85	8.29	4.10
.3 Copy	–	–	–	–	–	–	–	–	–	–
.4 Return	–	–	–	–	–	–	2.04	1.08	2.04	1.08
.5 Records	–	–	3.27	.83	–	–	5.61	2.96	8.88	3.79
.6 Invoice	–	–	–	–	–	–	–	–	–	–
.7 Payment	–	–	–	–	–	–	–	–	–	–
.8 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	4.91	1.25	–	–	18.88	9.96	23.79	11.21
8. Sending										
.1 Insure	–	–	–	–	–	–	–	–	–	–
.2 Wrap	–	–	–	–	–	–	–	–	–	–
.3 Mail	–	–	11.77	2.99	–	–	–	–	11.77	2.99
.4 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	11.77	2.99	–	–	–	–	11.77	2.99
9. Followup										
.1 Overdue	–	–	.31	.08	–	–	–	–	.31	.08
.2 Records	–	–	5.58	1.42	–	–	–	–	5.58	1.42
.3 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	5.89	1.50	–	–	–	–	5.89	1.50
10. Return										
.1 Unwrap	–	–	12.79	3.25	–	–	–	–	12.79	3.25
.2 Records	–	–	5.54	1.41	–	–	–	–	5.54	1.41
.3 Discharge	–	–	2.31	.59	–	–	–	–	2.31	.59
.4 Shelve	–	–	.98	.25	–	–	–	–	.98	.25
.5 Other	–	–	–	–	–	–	–	–	–	–
Subtotal	–	–	21.62	5.50	–	–	–	–	21.62	5.50
Lending Total	–	–	65.15	16.58	–	–	46.62	24.58	111.77	41.16
Grand Total	60.80	9.51	327.25	83.15	–	–	56.90	30.00	444.95	122.66

State of California

Trustees of The California State University and Colleges

Memorandum

To : Library Director

Date: April 12, 1973

From : R. M. Wood
Associate for Library Development

Subject: Questionnaire on Interlibrary Request and Loan Operations

Although your library is not participating in the Interlibrary Request and Loan Study - 1973, it would be appreciated if you would complete the attached "profile" questionnaire and return it to me by April 30.

The information you provide will be beneficial in identifying constraints as well as requirements for the implementation of an expanded intersegmental interlibrary loan system. This will be in consonance with action agreed upon by representatives of UC and CSUC in their meeting on February 6, 1973 (the minutes of which were mailed to you on March 12).

Thank you.

RMW:gc

attachment

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
INTERLIBRARY REQUEST AND LOAN STUDY – 1973

QUESTIONNAIRE ON INTERLIBRARY REQUEST AND LOAN OPERATIONS

(This is a sample questionnaire as sent out with answers of one library underlined)

The purpose of this questionnaire is to supplement the data gathered during The CSUC Interlibrary Request and Loan Study - 1973. Information will be treated as confidential.

Please complete this form and return it, by April 30, 1973, to:

Mr. R. M. Wood
Associate for Library Development
Office of the Chancellor
The California State University and Colleges
5670 Wilshire Boulevard
Los Angeles, California 90036

1. a. Campus _____

   b. ILL Librarian _____ Telephone _____

   c. Percentage of time ILL Librarian spends on ILL matters _____.

   d. Other specific assignments of ILL Librarian Head, Public Services Reference.

   Interlibrary Request (ILR) and Loan, means that a library patron's request is relayed to another library through an ILL request form (including facsimile transmission), the requested material is delivered to the patron's campus for pick-up by the patron and for return by the patron after its use.

2. *Please Note*: This questionnaire is not concerned with the act of a user going to a library and personally checking out a book or other material, including obtaining photocopies.

3. Please indicate by check (√) borrowing practices now followed by your library and by an "X" lending practice now followed.

Personnel	Lower Div.	Upper Div.	Grad.	Fac.	Ext. Stud.	Cam. Adm.	Alum.
a. *Re: CSUC Personnel* ILR Processed for	√ / x	√ / x	√ / x	√ / x	√ / x	√ / x	
b. *Re: UC Personnel* (1) Courtesy Card Issued	√	√	√	√			
(2) ILR Processed for							
c. *Re: Community College Personnel* (1) Courtesy Card Issued				√		√	
(2) ILR Processed for							

Personnel	Lower Div.	Upper Div.	Grad.	Fac.	Ext. Stud.	Cam. Adm.	Alum.
d. *Re: Private Institutions of Higher Education*							
(1) Courtesy Cards Issued	√	√	√	√		√	
(2) ILR Processed for							
e. *Re: Other Users* (specify)							
(1) Courtesy Cards Issued							
(2) ILR Processed for				Fac. Wives			

4. When an Interlibrary Request is to be made by your library and the needed material is not listed (in NUC, Union Lists, etc.), how do you determine where to send the request?

   We work with two library networks that do not require verification. However, if it is thought that a CSUC school might have it we would request from them.

5. Does your library supply, based on ILR, photocopies?

   Yes √ No _____

6. If the answer to Question 5 is YES and charges are made to libraries, please complete all columns.

No charge

ILR From	Charge Per Request Filled	Charge Per Photopage Made	Mailing Fees	Other Charges
a. Another CSUC Library				
b. A UC Library				
c. A Private University/College				
d. A Public Library				
e. An Out-of-State Library (all types)				
f. Other (specify)				

7. If the answer to Question 5 if YES, even if no charges are made by your library, please enter below the approximate number of requests fulfilled and pages photocopied in the past 12 months.

Photocopies Provided To	Number Requests Filled	Number Pages Photocopied
a. Other CSUC Libraries		0
b. UC Libraries		0
c. Private Institutions		0
d. Public Libraries		7
e. Out-of-State Libraries (all types)		0
f. Other (specify)		0

8. If materials (titles) which have been charged on Interlibrary loan or have been borrowed from your library by a person *not* associated with your campus is requested by one of your students or faculty members, what action is followed by your library.

   Interlibrary loans – one month –

   In an emergency we would telephone asking books return – if not an emergency would require return at end of normal loan period.

9. Under what circumstances do you *now* revoke privileges of your campus personnel of making interlibrary requests?

   If they do not return materials borrowed on ILL for them on time.

10. What limit exists, if any, as to the number of books a person may request on interlibrary loan per day? _____ week? _____ transaction? _____

    None. However, we tell them that a long list takes some time and has a lower priority than individual requests.

11. Does the interlibrary loan period(s) correspond with the loan period(s) for books charged in person? If no, please briefly explain the differences.

    General loans to students and staff are for two weeks, and can be renewed. Loans to faculty are for two weeks subject to recall if requested after that period and are due at end of quarter. Can be renewed – ILL are for one month.

12. Are loaned items renewable? Yes

13. Will a hold be placed on a charged item in order to satisfy an ILR:

    a. from another CSUC? Yes

    b. from any other library? Yes

14. What time or effort limits do you place on:

    a. bibliographic verification of user request?

    We check as far as we can with few exceptions for material to be sent to UC library, out-of-state library and CSUC libraries.

    b. bibliographic verification of ILR from another library?

    Require none.

    c. attempts to locate an item to borrow?

    If we cannot easily locate an item we will send our request to Black Gold Information Center who attempts to locate item through State Library.

    d. attempts to locate material to fill an ILR?

    Check our collection and holdings – if we do not have it – Union List Serials and NUC.

15. What types of materials are not available for interlibrary loan? Be specific.

    We will photo copy what we can and would not be too costly. Normally, reference books, reserves and current issues would not be available for ILL.

16. Describe any policy limitations on lending to other institutions.

    a. Within CSUC?

    Only the above, see #15.

    b. Other institutions?

    Only the above, see #15.

17. Do you require the requestor to perform a preliminary search? Yes ✓ No _____ If yes, please explain how detailed a search is required.

We have required students to verify requests and expect faculty using student assistants to have the student assistant verify the request. We will do it but point out this is one way they can save time. Most are cooperative.

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY CHICO
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Agric. Marketing	–	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	1
Am. Soc. of Agronomy	–	1	–	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Assoc. of Off. Agric. Chemists J.	–	3	–	–	–	1	–	2	–	–	–	–	–	3	–	–	–
Beaver	–	–	1	–	1	–	–	–	–	–	–	–	–	–	–	–	1
Blood	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–
Brain	–	2	–	–	–	–	1	–	1	–	–	–	–	–	–	2	–
Chem. & Eng. News	–	6	–	–	–	–	–	–	3	3	–	–	3	–	–	–	3
China Reconstructs	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Clin. Pediatrics	–	3	–	–	–	–	–	–	3	–	–	–	–	3	–	–	–
Consumer Bul.	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Cortex	–	2	–	–	–	–	–	–	2	–	–	–	–	–	–	2	–
Daily Globe (Newspaper)	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Deutschunterricht. Register Fuer Die Jahrgange.	–	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Folklore (London)	–	1	–	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Helvetica Chimica Acta	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Indus. Management Rev.	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Internat. J. of Biometerology	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Internat. Nursing Rev.	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
J. of Abnormal & Soc. Psych.	–	1	–	–	–	1	–	–	–	–	–	–	–	–	–	–	1
J. of Cell Biology	–	–	1	–	–	–	–	–	–	–	–	1	–	1	–	–	–
J. of Chromatography	–	2	–	–	–	–	–	2	–	–	–	–	–	2	–	–	–
J. of Med. Educ.	–	2	–	–	–	–	–	–	1	1	–	–	–	2	–	–	–
J. of Neurophysiology	–	3	–	–	–	–	–	3	–	–	–	–	–	–	–	2	1
J. of Trop. Med. & Hygiene	–	3	–	–	–	–	–	–	–	3	–	–	–	3	–	–	–
Library	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Merrill-Palmer Q.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Neuropsychologia	–	1	–	–	–	–	–	1	–	–	–	–	–	–	–	1	–
Ohio State Archaeol. & Hist. Q.	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Philosophical J.	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Pop. Bul.	2	2	–	–	–	–	–	–	2	–	–	–	–	–	–	–	2
Q. Bul. Mich. Agric. Exper. Sta.	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Raffles Mus. & Lib. Bul.	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Res. Development	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Road & Track	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Royal Anthrop. Inst. J.	–	1	–	–	1	–	–	–	–	–	–	–	–	–	–	–	1
Science	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Screen Printing Mag.	–	1	–	–	–	–	–	–	–	–	1	–	–	–	–	1	–
Soil Science	–	5	–	–	–	3	2	–	–	–	–	–	–	–	4	–	1
S. African Archaeological Bul.	–	–	–	3	2	–	1	–	–	–	–	–	3	–	–	–	–
Trop. & Geographical Med.	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Wageningen. Landbouwhogeschool. Medelingen.	–	–	1	–	–	–	1	–	–	–	–	–	–	–	–	–	1
Wood Preserving News	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Zeitschrift fur Ethnologic	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Totals	2	54	6	8	13	6	6	11	16	14	1	1	7	33	8	8	12

Total No. of Periodicals Borrowed by Chico = 68

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY DOMINGUEZ HILLS
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Annales de L'Institut Fourier de L'Universite de Grenoble	–	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Arkiv for Matematik	–	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Doklady Akad Nauk Ukrainian SSR	–	–	–	1	–	1	–	–	–	–	–	–	–	1	–	–	–
Illinois Hist. Soc. J.	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
J. of Legal Educ.	–	–	–	1	–	–	–	1	–	–	–	–	–	1	–	–	–
Ohio Archeological & Hist. Soc. Q.	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Tenn. Hist. Mag.	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Totals	–	–	4	3	3	1	–	1	–	–	2	–	–	7	–	–	–
Total No. of Periodicals Borrowed by Dominguez Hills = 7																	

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY FULLERTON
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Am. Fish Farmer	–	1	–	–	–	–	–	–	–	1	–	–	–	–	1	–	–
Am. For. Lang. Teacher	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Am. Image	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–
Am. J. of Epidemiology	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Am. J. of Psychiatry	–	–	1	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Am. Naturalist	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Am. Oriental Soc. J.	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Asiatic Soc. of Bengal. J.	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Boston Globe	–	–	–	1	–	–	–	–	–	–	1	–	–	1	–	–	–
Can. Fisheries Res. Board J.	–	–	4	–	–	–	1	3	–	–	–	–	–	–	4	–	–
Cleveland Mus. of Art. Bul.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Community Development	–	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Contemporary Rev.	–	3	–	–	3	–	–	–	–	–	–	–	–	3	–	–	–
Criminal Law Q.	–	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–
Cytobiologie	–	–	2	–	–	–	–	–	–	2	–	–	–	2	–	–	–
Dial. (New York)	–	–	–	1	1	–	–	–	–	–	–	–	–	–	1	–	–
Dobutsagaku zasshi (zool. mag.)	–	–	1	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Duodecimal Bul.	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–
El Financiero Mexican	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
El Mundo (newspaper)	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Entomological Rev.	–	–	1	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Fortnightly Rev.	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Frankfurter Allgemeine Zeit. (newspaper)	–	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Genesis West	–	2	–	–	–	–	–	1	1	–	–	–	–	2	–	–	–
Hardwicke's Sci. Gossip	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Harvard U. Bot. Mus. Leaflets	–	–	–	3	–	1	–	1	1	–	–	–	–	3	–	–	–
Hermes	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Human Development	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Independent Rev.	–	–	–	1	1	–	–	–	–	–	–	–	–	–	1	–	–
Indian Hist. Q. (Calcutta)	–	–	2	1	2	–	1	–	–	–	–	–	–	3	–	–	–
Internat. J. of Biometerology	–	–	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Journal fuer die reine und angewandte mathematik	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
J. of Gen. Physiology	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
J. of Hellenic Studies	–	–	1	–	–	–	–	–	–	–	–	1	–	1	–	–	–
J. of Molecular Evolution	–	–	9	–	–	–	–	–	–	–	9	–	–	6	–	–	3
J. of Sci. & Applied Photo. & Cinema	–	–	–	1	–	–	–	1	–	–	–	–	–	1	–	–	–
Middleway (Buddhist Soc.)	–	–	1	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Mo. Bot. Gardens. Annals	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY FULLERTON (CONT.)
March 19 to April 21, 1973

Periodical borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Osteopathic Phys.	–	–	–	3	–	–	–	–	–	–	3	–	–	3	–	–	–
Penn. Lib. Assoc. Bul.	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–
Physiologist	–	–	2	–	–	–	–	2	–	–	–	–	–	–	2	–	–
Princeton U. Art Mus. Rec.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Psychopathologie Africaine	–	–	–	1	–	–	–	–	–	1	–	–	–	1	–	–	–
Railway Age	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Romania revue trimistriella	–	–	1	–	–	–	–	–	–	–	–	1	–	1	–	–	–
Southern Q.	–	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Stained Glass	–	–	–	1	1	–	–	–	–	–	–	–	–	–	1	–	–
St. Louis City Art Mus. Ful.	–	–	–	1	–	–	1	–	–	–	–	–	–	1	–	–	–
Studia Phonologica	–	–	–	1	–	–	–	1	–	–	–	–	–	–	1	–	–
Studio	–	2	–	–	1	–	1	–	–	–	–	–	–	1	1	–	–
Taxon	–	1	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–
Tulane U. Med. Faculty. Bul.	–	–	–	2	–	–	–	2	–	–	–	–	–	2	–	–	–
Twentieth Century (London)	–	2	–	–	2	–	–	–	–	–	–	–	–	2	–	–	–
U.S. Nat. Marine Fisheries Ser. Fishery Bul.	–	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–
Verve	–	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Wash. U. Law Q.	–	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Zietschrift fuer romanische philologie	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Zoologist (London)	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Totals	–	18	43	22	25	3	5	16	8	8	15	3	–	59	21	–	3
Total No. of Periodicals Borrowed by Fullerton = 83																	

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY HUMBOLDT
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Am. Heart J.	–	1	–	–	–	–	–	1	–	–	–	–	–	–	1	–	–
Am. J. of Cardiology	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Annals of Applied Biol.	–	1	–	–	–	–	–	1	–	–	–	–	–	–	1	–	–
Audio Eng. Soc. J.	–	–	–	1	–	–	–	–	–	–	1	–	–	1	–	–	–
Avicultural Mag.	–	–	3	–	–	3	–	–	–	–	–	–	–	–	3	–	–
British Med. J.	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Can. Geog. J.	–	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Chromosoma	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Colliery Guardian	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Darwiniana	–	–	1	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Endocrinology	–	1	–	–	–	1	–	–	–	–	–	–	–	–	1	–	–
Evolution	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Experientia	–	1	–	–	–	1	–	–	–	–	–	–	–	–	1	–	–
Exptl. Neurology	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Fire Eng.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Friesia	–	–	–	2	–	2	–	–	–	–	–	–	–	2	–	–	–
J. of Anatomy	–	2	–	–	–	–	–	1	1	–	–	–	–	–	2	–	–
J. of Genetics	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
J. of Herpetology	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
J. of Theoretical Biol.	–	1	–	–	–	–	–	1	–	–	–	–	–	–	1	–	–
J. of Wildlife Management	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Kwartalnik Psychologiczny	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Lilloa	–	–	2	–	–	2	–	–	–	–	–	–	–	2	–	–	–
Linnean Soc. of London. J. of Zool.	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Lloydia	–	3	–	–	–	–	2	–	–	–	–	1	–	3	–	–	–
Nihon suisan-gakkai shi. (Jap. Soc. of Sci. Fisheries. Bul.)	–	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–
Persoonia	–	–	–	1	–	–	–	1	–	–	–	–	–	1	–	–	–
Phyton. Internat. J. of Exptl. Botany Q.	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Q. J. of Studies on Alcohol	–	2	–	–	–	–	–	–	–	2	–	–	–	–	2	–	–
Reading Improvement	–	1	–	–	–	–	–	–	–	–	1	–	–	–	1	–	–
Reading Res. Q.	–	1	–	–	–	–	–	–	–	1	–	–	–	–	1	–	–
Res. in Teaching of English	–	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Revue Bryologique et Lichenologique	–	–	1	–	–	–	–	1	–	–	–	–	–	1	–	–	–
School Sci. Rev.	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Societas Zoologico-Botanica Fennica Vanamo. Archivum.	–	–	–	2	–	–	2	–	–	–	–	–	–	2	–	–	–
Sydowia	–	2	–	–	–	1	1	–	–	–	–	–	–	2	–	–	–
Totals	–	30	9	7	4	10	8	9	7	3	4	1	–	28	18	–	–
Total No. Periodicals Borrowed by Humboldt = 46																	

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY LONG BEACH
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Aeronautical J.	–	–	–	2	2	–	–	–	–	–	–	–	–	–	–	–	2
Am. Criminal Law Q.	–	2	–	–	–	–	–	–	2	–	–	–	2	–	–	–	–
Automobile Engines	1	2	–	–	–	–	–	–	–	1	1	–	2	–	–	–	–
Brain	–	–	2	–	–	–	–	1	1	–	–	–	–	–	2	–	–
British J. of Disorders of Com.	–	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–
British J. of Photography	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Ca. Highway Patrolman	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Can. J. of Physiology & Pharmacology	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Ca. Teacher	1	1	–	–	–	–	–	–	–	–	–	1	1	–	–	–	–
Coaching Clinic	–	2	–	–	–	–	–	–	2	–	–	–	2	–	–	–	–
Consumer Bul.	1	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Cortex	–	–	2	–	–	–	–	–	1	1	–	–	–	–	2	–	–
Current Lit. in Traffic & Transport.	–	2	–	–	–	–	–	–	2	–	–	–	2	–	–	–	–
Folia Phoniatrica	–	–	–	1	–	–	–	1	–	–	–	–	–	–	1	–	–
Internat. Info. Service	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–	–
J. of Anatomy	–	–	1	–	1	–	–	–	–	–	–	–	–	–	–	–	1
J. of Communication Disorders	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–
J. of Inst. of Brewing (London)	–	–	2	–	–	–	–	–	–	2	–	–	–	–	2	–	–
J. of Morphology	–	1	–	–	1	–	–	–	–	–	–	–	–	–	1	–	–
J. of Sci. of Food & Agric.	–	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–
Language & Speech	–	2	2	–	–	–	–	3	1	–	–	–	–	–	4	–	–
Needle & Bobbin Club, N.Y. Bul.	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
N.Y. State Nurses Assoc. J.	–	1	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
Nuclear Physics	1	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Steinbeck Q.	1	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Totals	5	20	12	4	5	–	–	6	11	11	2	1	17	1	15	–	3

Total No. Periodicals Borrowed by Long Beach = 36

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY LOS ANGELES
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Acta Physica Polonica	–	–	–	1	–	–	–	1	–	–	–	–	–	1	–	–	–
Activitas Nervosa Superior	–	–	–	2	–	–	–	–	–	2	–	–	–	–	2	–	–
Boletin de Filologia	–	–	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–
Boletin del Instituto Cary Y Cuervo	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Comm. Math Helv.	–	–	–	1	1	–	–	–	–	–	–	–	–	–	–	–	1
Credit Fancier of Sinola	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Deficience Mentale	1	–	–	1	–	–	–	–	–	–	1	–	–	1	–	–	–
Econ. Develop. & Cultural Change	1	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Gov't. Executive – Women on the March	–	–	–	1	–	–	–	–	1	–	–	–	–	1	–	–	–
Hispanic Studies	–	–	–	1	–	–	1	–	–	–	–	–	–	–	1	–	–
Indian J. of Psych.	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Investigaciones Linguisticas	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Ky. For. Lang. Q.	–	1	–	–	–	–	–	–	–	–	–	1	–	–	1	–	–
Lingua	–	–	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–
NCLA Newsletter	–	–	–	1	–	–	–	–	–	1	–	–	–	1	–	–	–
Nat. Business Woman	–	2	–	–	–	–	–	1	1	–	–	–	–	2	–	–	–
Pacific Reporter	2	–	3	–	–	–	–	–	–	–	–	3	–	3	–	–	–
Revista de Filoligia Espanola	–	–	–	2	–	–	–	–	–	–	–	2	–	–	2	–	–
Revista Otolaringologica (Argentina)	–	–	–	4	1	3	–	–	–	–	–	–	–	–	4	–	–
Royal Stat. Soc. J.	–	1	1	–	–	–	1	1	–	–	–	–	–	2	–	–	–
Sankhya	–	–	–	1	–	–	–	1	–	–	–	–	–	1	–	–	–
Social Sci. Rec.	–	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–
Studies in Lang. & Ling.	–	–	–	1	–	–	–	–	–	–	–	1	–	–	1	–	–
Totals	4	6	9	17	6	3	4	4	2	4	1	8	–	14	17	–	1

Total No. of Periodicals Borrowed by Los Angeles = 32

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY NORTHRIDGE
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From				Date of Periodical								Borrowed By				
		CSUC	UC	CRL	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Administrative Management	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Aging	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Agric. Situtation in India	–	–	–	–	1	–	–	–	–	1	–	–	–	–	1	–	–	–
Am. Chem. Soc. J.	1	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–	–
Am. Heart J.	–	–	–	–	1	–	1	–	–	–	–	–	–	1	–	–	–	–
Am. J. of Mental Deficiency	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–	–
Am. J. of Orthopsychiatry	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Am. J. of Psychiatry	2	4	–	–	–	–	–	–	–	1	3	–	–	3	–	–	1	–
Am. J. of Public Health	1	2	–	–	–	–	–	–	–	–	2	–	–	1	–	1	–	–
Am. J. of Sociology	2	2	–	–	–	–	–	1	1	–	–	–	–	2	–	–	–	–
Am. Sociological Rev.	2	3	–	–	–	–	2	–	1	–	–	–	–	2	–	1	–	–
Artforum	–	2	–	–	–	–	–	–	–	2	–	–	–	–	–	–	2	–
Art Quarterly	–	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	1	–
Asian Recorder	–	2	–	–	–	–	–	–	–	–	2	–	–	2	–	–	–	–
Assoc. of Am. Geographers, Annals	2	5	–	–	–	2	1	–	–	1	1	–	–	2	–	3	–	–
Baltimore Sun	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Biological Reviews	1	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–	–
Boletin Epidemiologico	–	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Book Rev. Digest	2	2	–	–	–	1	–	–	1	–	–	–	–	2	–	–	–	–
Boston Evening Transcript	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Botanical Rev.	–	2	–	–	–	–	–	–	–	–	–	–	2	–	–	–	2	–
Bul. of Soc. for African Church Hist.	–	1	–	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Burlington Mag.	–	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	1	–
Can. Fisheries Res. Board J.	–	1	–	–	–	–	–	1	–	–	–	–	–	–	–	–	1	–
Can. Med. Assoc. J.	–	–	–	–	1	–	–	–	1	–	–	–	–	–	1	–	–	–
Case & Comment	–	4	–	–	–	–	–	–	–	–	–	4	–	–	–	–	4	–
Charlotte Observer	–	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Chemistry	–	1	–	–	–	–	–	–	–	–	–	1	–	–	–	1	–	–
Chicago Daily News	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Child Development	5	5	–	–	–	–	–	–	2	3	–	–	–	5	–	–	–	–
Child Welfare	1	2	–	–	–	–	–	–	1	–	–	1	–	1	–	–	1	–
Cincinnati Enquirer	–	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Clearing House	1	2	–	–	–	–	–	–	–	2	–	–	–	1	–	1	–	–
Cleveland Plain Dealer	–	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
College & U. Personnel Assoc. J.	–	1	–	–	–	–	–	–	–	–	–	1	–	–	–	1	–	–
Compact	–	1	–	–	–	–	–	–	–	–	–	1	–	–	–	1	–	–
Courier-Journal (Louisville)	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY NORTHRIDGE (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From				Date of Periodical								Borrowed By				
		CSUC	UC	CRL	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Current Literature	–	1	–	–	–	1	–	–	–	–	–	–	–	–	–	–	1	–
Dallas Morning News	–	–	–	2	–	2	–	–	–	–	–	–	–	–	2	–	–	–
Des Moines Register	–	–	–	3	–	3	–	–	–	–	–	–	–	–	3	–	–	–
Detroit News	–	–	–	–	3	3	–	–	–	–	–	–	–	–	3	–	–	–
Dun's Rev.	–	1	–	–	–	–	–	–	–	–	–	1	–	–	–	–	1	–
Econ. Develop. & Cultural Change	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–	–
Educational Leadership	1	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	–	–
Elem. English	–	2	–	–	–	–	–	–	–	2	–	–	–	–	–	2	–	–
Elem. School J.	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Encounter	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Esquire	2	2	–	–	–	1	–	–	–	1	–	–	–	2	–	–	–	–
Fertility & Sterility	–	1	–	–	–	–	–	–	1	–	–	–	–	–	–	1	–	–
Forecast for Home Economics	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Foreign Commerce Weekly	2	2	–	–	–	2	–	–	–	–	–	–	–	1	–	–	–	–
Geographical Rev.	1	1	–	–	–	–	–	–	1	–	–	–	–	2	–	–	–	–
Gifted Child Q.	–	3	–	–	–	–	–	–	–	–	3	–	–	1	–	–	–	–
Grade Teacher	1	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	3	–
Harper's Bazaar	4	4	–	–	–	–	–	–	–	–	4	–	–	4	–	–	–	–
Hartford Courant	–	–	–	–	5	5	–	–	–	–	–	–	–	–	5	–	–	–
House & Home	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Huntington Lib. Bul.	1	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–	–
Indian J. of Agric. Econ.	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Industrial Process Heating	–	–	–	–	1	–	–	–	–	1	–	–	–	–	–	1	–	–
Inst. Internat. de Statistique Bul.	–	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Inst. of Management Sciences Bul.	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Internat. J. of Psychoanalysis	–	2	–	–	–	–	–	–	–	–	2	–	–	–	–	2	–	–
John Rylands Lib. Bul.	–	2	–	–	–	2	–	–	–	–	–	–	–	–	–	–	2	–
J. of Behavior Therapy & Exptl. Psychiatry	4	4	–	–	–	–	–	–	–	–	4	–	–	4	–	–	–	–
J. of Child Psych. & Psychiatry & Allied Disciplines	1	1	–	–	–	–	–	–	–	1	–	1	–	1	–	–	1	–
J. of Educ. Psych.	–	1	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
J. of Exptl. Res. in Personality	4	4	–	–	–	–	–	–	–	–	4	–	–	4	–	–	–	–
J. of Learning Disabilities	1	1	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
J. of Personality & Social Psych.	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
J. of Royal Inst. of Philosophy	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–	–
J. of Religion in Africa	–	1	–	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
J. of School Health	8	8	–	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Kansas City Star	–	–	–	1	–	1	–	–	–	–	–	–	–	8	–	–	–	–
Kansas Geographer	–	–	–	–	1	–	–	–	–	–	1	–	–	–	1	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY NORTHRIDGE (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From				Date of Periodical								Borrowed By				
		CSUC	UC	CRL	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Look	2	2	–	–	–	–	–	–	–	–	2	–	–	2	–	–	–	–
Louisville (Ky.) Daily Courier	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Malay States Fed. Mus. J.	–	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Media & Methods	–	1	–	–	–	–	–	–	–	–	1	–	–	–	–	–	1	–
Nations Schools	1	2	–	–	–	–	–	–	–	–	2	–	–	1	–	1	–	–
New Statesman	–	4	–	–	–	–	–	–	–	–	–	4	–	4	–	–	–	–
New York Herald-Tribune	–	–	–	–	4	4	–	–	–	–	–	–	–	–	4	–	–	–
New York Theatre Critics Rev.	1	4	–	–	–	–	–	–	–	4	–	–	–	4	–	–	–	–
Northern Christian Advocate	–	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Omaha Morning World Herald	–	–	–	2	–	2	–	–	–	–	–	–	–	–	2	–	–	–
Philadelphia Inquirer	–	–	–	3	–	3	–	–	–	–	–	–	–	–	3	–	–	–
Phyton Internat. J. of Exptl. Bot.	–	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Pittsburg Post-Gazette	–	–	–	2	–	2	–	–	–	–	–	–	–	–	2	–	–	–
Plays & Players	2	2	–	–	–	–	–	–	–	–	2	–	–	2	–	–	–	–
Police	–	1	–	–	–	–	–	–	–	–	1	–	–	–	–	–	1	–
Portland Oregonian	–	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Progressive Architecture	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Psychological Rev.	2	2	–	–	–	1	–	1	–	–	–	–	–	2	–	–	–	–
Psychonomic Sci.	2	2	–	–	–	–	–	–	–	1	1	–	–	2	–	–	–	–
Public Utilities Fortnightly	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Radio-Electronics	3	3	–	–	–	–	–	–	–	–	3	–	–	3	–	–	–	–
Ramparts	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Realites	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Recreation	–	2	–	–	–	–	–	–	2	–	–	–	–	–	–	2	–	–
Redbook	–	1	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
Revue des Sciences Humaines	2	1	1	–	–	–	–	–	2	–	–	–	–	2	–	–	–	–
Richmond Times-Dispatch	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Science Abstracts	–	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Science News	1	1	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
Scientific American	–	1	–	–	–	–	–	–	–	–	–	–	1	–	–	–	1	–
Scribner's Mag.	–	4	–	–	–	4	–	–	–	–	–	–	–	4	–	–	–	–
Seattle Post Intelligencer	–	–	–	2	–	2	–	–	–	–	–	–	–	–	2	–	–	–
Seattle Times	–	–	–	–	3	3	–	–	–	–	–	–	–	–	3	–	–	–
Sr. Scholastic	–	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Show	1	1	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
Social Health News	1	2	–	–	–	–	–	–	–	–	2	–	–	2	–	–	–	–
Sports Illus.	2	2	–	–	–	–	–	–	–	–	2	–	–	2	–	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY NORTHRIDGE (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From				Date of Periodical								Borrowed By				
		CSUC	UC	CRL	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Studies in Scottish Lit.	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
T.E.S.O.L.	–	1	–	–	–	–	–	–	–	–	1	–	–	–	–	–	1	–
Times-Picayune, New Orleans	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Today's Health	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
U.S. Dept. Commerce, Bus. Ser. Checklist	–	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
U.S. Nat. Bu. Studs. J. of Research	–	1	–	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Vital Speeches of the Day	5	5	–	–	–	–	–	–	4	1	–	–	–	5	–	–	–	–
Wall Street Journal	–	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Washington Post	–	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Women. A J. of Liberation	–	1	–	–	–	–	–	–	–	–	1	–	–	–	–	–	1	–
World Politics	–	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	1	–
Totals	90	157	7	19	38	69	6	6	19	42	58	18	3	111	65	18	27	–

Total No. of Periodicals Borrowed by Northridge = 221

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY POMONA
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Bul. Jap. Soc. Sci. Fisheries	–	–	1	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Davidson J. of Anthropology	–	–	1	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Horsemen's Yankee Pedlar	–	–	–	1	–	–	–	–	–	1	–	–	1	–	–	–	–
Modern Lang. Assoc. Newsletter	–	1	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–
Personnel Rev.	–	–	–	1	–	–	–	–	1	–	–	–	–	1	–	–	–
Western Horseman	2	2	–	–	–	–	–	–	–	–	2	–	2	–	–	–	–
Zool. Soc. San Diego Bul.	–	–	1	1	2	–	–	–	–	–	–	–	–	2	–	–	–
Totals	2	3	3	3	2	–	1	1	1	1	2	1	3	6	–	–	–
Total No. of Periodicals Borrowed by Pomona = 9																	

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN BERNARDINO
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Am. College of Nurse-Midwifery. Bul.	–	–	7	–	–	–	–	5	2	–	–	–	–	7	–	–	–
Am. J. of Diseases of Children	–	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Am. J. of Sociol.	–	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Austl. Entomological Soc. J.	–	–	2	–	–	–	–	–	–	–	2	–	–	2	–	–	–
Brain	–	2	–	–	–	1	1	–	–	–	–	–	–	2	–	–	–
Can. Geographer	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Child & Family	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Clinical Pharmacology & Therapeutics	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Electroencephalography & Clinical Neurophysiology	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Esquire	4	3	1	–	–	–	1	–	3	–	–	–	4	–	–	–	–
European Business	–	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
J. of Personality	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
J. of Pharmacology & Exptl. Therapeutics	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Long Range Planning	–	2	–	–	–	–	–	–	–	1	1	–	–	2	–	–	–
Midwives Chronicle & Nursing Notes	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Natural Resources J.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
New Outlook for the Blind	–	–	1	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Psychosomatic Med.	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Q. J. of Studies on Alcohol	–	3	–	–	–	2	1	–	–	–	–	–	–	3	–	–	–
Rehabilitation Counseling Bul.	–	–	1	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Stanford Med. Bul.	–	1	–	–	–	–	1	–	–	–	–	–	–	1	–	–	–
Traffic Q.	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
U.S. Dept. of State. Bul.	–	1	–	–	–	–	–	–	–	–	1	–	–	–	–	1	–
Totals	4	24	13	–	1	5	6	8	11	1	5	–	5	31	–	1	–

Total No. of Periodicals Borrowed by San Bernardino = 37

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN DIEGO
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Am. Anthropologist	1	1	–	–	1	–	–	–	–	–	–	–	1	–	–	–	–
Am. Economic Rev.	1	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Am. Naturalist	–	2	–	–	2	–	–	–	–	–	–	–	–	–	2	–	–
Am. Psychologist	1	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–	–
Am. School Board J.	2	2	–	–	2	–	–	–	–	–	–	–	2	–	–	–	–
Annales Historico-Naturales Musei Nationalis Hungarici	–	–	–	1	1	–	–	–	–	–	–	–	–	–	1	–	–
Annals of Math. Stat.	–	1	–	–	–	–	–	1	–	–	–	–	–	–	1	–	–
Archives of Gen. Psychiatry	1	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Arkansas Gazette	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Asha	1	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Ave Maria	–	–	–	1	1	–	–	–	–	–	–	–	–	–	–	–	1
Beitrage Zur Geschichte Der Deutschen Sprache Und Literatur	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
British Birds	–	1	–	–	–	–	–	1	–	–	–	–	–	–	–	–	1
Business Week	1	1	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
Catholic Theatre	–	–	–	1	–	–	–	1	–	–	–	–	–	–	1	–	–
Chem. Abstracts	1	1	–	–	1	–	–	–	–	–	–	–	1	–	–	–	–
China Mail (Hong Kong)	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Classical Bul.	–	–	–	2	–	–	–	2	–	–	–	–	–	–	–	–	2
Common Ground	–	1	–	–	1	–	–	–	–	–	–	–	–	–	–	–	1
Conn. Gazette	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Crime & Delinquency	2	2	–	–	–	–	–	2	–	–	–	–	2	–	–	–	–
Deutsche Mathematiker Vereinigung Jahresbericht	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Directory of Published Proceedings	–	1	–	–	–	–	–	–	–	1	–	–	–	–	–	–	1
East Lakes Geographer	–	–	–	1	–	–	–	–	1	–	–	–	–	–	–	–	1
English J.	2	2	–	–	–	–	–	–	–	–	2	–	2	–	–	–	–
Filson Club History Q.	–	–	1	–	1	–	–	–	–	–	–	–	–	–	–	1	–
Florists' Ex. & Hort. Trade World	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Gazette des Beaux Arts	–	1	–	–	1	–	–	–	–	–	–	–	–	–	–	–	1
Geologichni Zhurnal	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Good Housekeeping	1	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Harvard Business Rev.	1	1	–	–	–	1	–	–	–	–	–	–	1	–	–	–	–
Hospital Practice	–	–	3	–	–	–	–	–	3	–	–	–	–	–	–	–	3
Independent (New York)	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Information & Control	–	–	–	2	–	–	–	–	2	–	–	–	–	–	–	–	2
Institute of Naval Architects.	–	–	–	1	1	–	–	–	–	–	–	–	–	–	–	–	1

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN DIEGO (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
J. of Abnormal & Social Psych.	2	2	–	–	–	–	2	–	–	–	–	–	2	–	–	–	–
J. of Exptl. Zool.	–	1	–	–	1	–	–	–	–	–	–	–	–	–	1	–	–
J. of Law & Economics	2	2	–	–	–	–	–	2	–	–	–	–	2	–	–	–	–
J. of Morphology	–	5	–	–	5	–	–	–	–	–	–	–	–	–	5	–	–
J. of Negro Educ.	–	–	–	1	1	–	–	–	–	–	–	–	–	–	–	–	1
Law & Contemporary Problems	1	1	–	–	–	–	–	–	–	1	–	–	1	–	–	–	–
Lawrence Daily J.	–	–	–	3	3	–	–	–	–	–	–	–	–	3	–	–	–
League of Nations. Official J.	–	2	–	–	–	–	–	–	–	–	–	2	–	–	–	2	–
Life & Health	1	1	–	–	–	–	–	–	–	–	1	–	–	–	–	–	1
Mass. Agric. Exptl. Station Bul.	–	–	1	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Modern Internat. Drama	1	1	–	–	–	–	–	–	–	–	–	1	1	–	–	–	–
National Era (Wash. D.C.)	–	–	–	1	1	–	–	–	–	–	–	–	–	–	–	–	1
National Republican (Wash. D.C.)	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
New Scientist	–	–	1	–	–	–	–	1	–	–	–	–	–	–	–	–	1
New Society (London)	–	–	1	–	–	–	–	1	–	–	–	–	–	–	–	–	1
New York Times Book Rev.	1	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Newport Mercury	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Nursery Disease Notes	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Pacific Hist. Rev.	1	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Penn. J.	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Politica	–	–	1	–	–	–	–	1	–	–	–	–	–	–	–	–	1
Psychological Abstracts	2	2	–	–	–	–	–	–	2	–	–	–	2	–	–	–	–
Ray Bradbury Rev.	–	3	–	–	–	3	–	–	–	–	–	–	–	–	–	–	3
Research Q.	1	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Russkaia Literatura	–	–	1	–	–	–	–	–	1	–	–	–	–	–	–	–	1
St. Louis Mo. Bot. Gardens Annals	–	–	2	–	–	2	–	–	–	–	–	–	–	–	–	–	2
San Francisco Examiner	–	–	2	–	2	–	–	–	–	–	–	–	–	–	2	–	–
School Science Rev.	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Science et Nature	–	–	–	2	–	–	–	2	–	–	–	–	–	–	–	–	2
Sky & Telescope	2	2	–	–	–	–	–	–	2	–	–	–	2	–	–	–	–
Social & Econ. Studies	–	1	–	–	–	1	–	–	–	–	–	–	–	–	–	–	1
Social Justice	–	–	–	1	1	–	–	–	–	–	–	–	1	–	–	–	–
Societe de Biologie Paris	–	1	–	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Societe Neuchateloise des Sciences Naturelles. Bul.	–	–	–	1	1	–	–	–	–	–	–	–	–	–	–	–	1
Societe Royale de Botanique de Belgique. Bul.	–	–	2	–	–	–	–	2	–	–	–	–	–	2	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN DIEGO (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Sociometry	2	2	–	–	–	–	–	2	–	–	–	–	2	–	–	–	–
Sovetsskaia Botanika	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Spectator	–	2	–	–	–	–	–	–	–	–	2	–	2	–	–	–	–
Studi Francesi	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Survey Graphic	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Tyler's Q. Historical	–	–	–	2	2	–	–	–	–	–	–	–	–	–	–	–	2
Voprosy Literatury	–	1	–	–	–	–	–	–	1	–	–	–	1	–	–	–	–
Wash. National Intelligencer	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Wash. Evening Star	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Zeitschrift Fuer Pflanzenkrankheiten	–	–	1	–	1	–	–	–	–	–	–	–	–	–	–	–	1
Totals	31	56	26	31	50	7	2	19	21	5	6	3	34	26	17	3	33
Total No. of Periodicals By San Diego = 113																	

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN FRANCISCO
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Am. Anthropologist	1	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Am. Artist	5	5	–	–	–	–	–	–	–	5	–	–	–	5	–	–	–
Am. Heritage	2	2	–	–	–	–	–	–	–	2	–	–	–	2	–	–	–
Am. Sociological Rev.	1	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Architectural Design	2	2	–	–	–	–	–	–	–	–	2	–	–	2	–	–	–
Art Internat.	2	2	–	–	–	–	–	–	2	–	–	–	–	2	–	–	–
Atlantic Monthly	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Bookman (London)	–	–	–	8	8	–	–	–	–	–	–	–	–	8	–	–	–
Ca. Business Educ. J.	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Ceramics Monthly	10	10	–	–	–	–	–	–	10	–	–	–	–	10	–	–	–
Changing Times	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Clearing House	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Collection Latomus	–	–	–	1	–	–	–	–	–	–	–	1	–	1	–	–	–
Communication Arts	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Critic	–	–	–	5	5	–	–	–	–	–	–	–	–	5	–	–	–
Educational Res.	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Electronic Engineering	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Environment	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Esquire	2	2	–	–	–	–	–	2	–	–	–	–	–	2	–	–	–
Financial World	2	2	–	–	–	–	–	–	–	2	–	–	–	2	–	–	–
Harvard Business Rev.	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Interior Design	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
J. of Counseling Psych.	–	–	–	1	–	–	–	–	1	–	–	–	–	–	–	–	1
J. of Psycholinguistic Res.	–	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–
Life	2	2	–	–	–	–	–	–	–	2	–	–	–	2	–	–	–
Louisiana Hist. Q.	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Masterplots	1	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Middle East J.	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Nation	3	3	–	–	–	–	–	–	2	1	–	–	–	3	–	–	–
National Geographic	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Nations Business	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
N.E.A.J.	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
New York Evening World	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
New York Times Book Rev.	1	–	–	1	–	–	–	–	1	–	–	–	–	–	–	–	1
New York World	–	–	–	2	2	–	–	–	–	–	–	–	–	2	–	–	–
Nihon Suisan Gakkai-Shi (Jap. Soc. of Sci. Fisheries)	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Polska Akademia Umiejetnosci, Krakow Wydzial Matematyczndprzyrondicay. Bul. Internat.	–	–	–	1	–	–	–	–	–	–	1	–	–	1	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN FRANCISCO (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Psychiatry	1	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Public Opinion Q.	1	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Publishers Weekly	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Rocky Mtn. Mod. Lang. Assoc. Bul.	–	1	–	–	–	–	–	–	1	–	–	–	–	–	1	–	–
Sat. Rev.	2	2	–	–	–	–	–	1	1	–	–	–	–	2	–	–	–
Science & Society	1	1	–	–	–	–	–	1	1	–	–	–	–	1	–	–	–
Sight & Sound	–	1	–	–	–	1	–	–	–	–	–	–	–	–	1	–	–
Social Res.	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Social Work	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Spectrum, A Literary J.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
Sports Illus.	1	2	–	–	–	–	–	–	2	–	–	–	–	2	–	–	–
Time	2	2	–	–	–	–	–	2	–	–	–	–	–	2	–	–	–
Times Literary Supp.	3	1	–	2	–	–	–	3	–	–	–	–	–	3	–	–	–
U.S. Immigration & Naturalization Ser. Monthly Rev.	–	–	–	1	–	1	–	–	–	–	–	–	–	1	–	–	–
U. of Kansas City Rev.	–	1	–	–	–	1	–	–	–	–	–	–	–	–	1	–	–
Totals	61	66	1	23	20	5	–	13	25	19	7	1	–	82	6	–	2
Total No. of Periodicals Borrowed by San Francisco = 90																	

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN JOSE
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
Am. Artist	3	3	–	–	–	–	–	–	–	3	–	–	–	3	–	–	–
Am. J. of Sociology	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Am. Legion Mag.	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Architectural Design	3	3	–	–	–	–	–	–	–	–	3	–	–	3	–	–	–
Behavior Res. & Therapy	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Ca. Geographer	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Catholic Charities Rev.	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Chain Store Age	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Chicago Tribune	–	–	2	–	2	–	–	–	–	–	–	–	–	2	–	–	–
Christianity Today	–	–	–	1	–	–	–	–	1	–	–	–	–	1	–	–	–
Commentary	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Conservation News	–	2	–	–	–	–	–	–	1	1	–	–	–	2	–	–	–
Der Spiegel	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Detroit News	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
D/E Journal	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Engineering News	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Esquire	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Exceptional Children	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Flying	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Glass Industry	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Harvard Business Rev.	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Harvard Educ. Rev.	1	1	–	–	–	–	–	–	–	1	–	–	–	–	1	–	–
High Fidelity	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
House & Home	1	1	–	–	–	–	–	–	–	–	1	–	1	–	–	–	–
Indian J. of Meteorology & Geophysics	–	2	–	–	–	–	–	–	–	2	–	–	–	–	2	–	–
Industrial Marketing	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Interior Design	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Internat. Labor Rev.	2	2	–	–	–	–	–	–	–	1	1	–	–	2	–	–	–
J. of Accountancy	2	2	–	–	–	–	–	–	2	–	–	–	–	2	–	–	–
J. of Applied Physiology	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
J. of Cell Biol.	–	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
J. of Employment Counseling	–	2	–	–	–	–	–	–	–	2	–	–	–	–	2	–	–
J. of Forestry	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
J. of Higher Educ.	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
J. of Law & Economics	2	2	–	–	–	–	–	1	1	–	–	–	–	2	–	–	–
J. of Learning Disability	–	3	–	–	–	–	–	–	–	3	–	–	–	–	3	–	–
J. of Philosophy	1	1	–	–	–	–	–	1	–	–	–	–	–	1	–	–	–
J. of Speech & Hearing Disorders	1	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Management Rev.	2	2	–	–	–	–	–	–	2	–	–	–	–	2	–	–	–

APPENDIX D

ANALYSIS OF PERIODICALS BORROWED BY SAN JOSE (CONT.)
March 19 to April 21, 1973

Periodical Borrowed	Miss. Pgs.	Borrowed From			Date of Periodical								Borrowed By				
		CSUC	UC	Other	-49	50-54	55-59	60-64	65-69	70-71	72-73	ND	Staff	Fac.	Grad.	UC Grad.	Other
McCall's	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Modern Photography	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Motor Trends	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
New Republic	1	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
N.Y. Acad. of Sci. Annals.	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Nursing Outlook	1	1	–	–	–	–	–	–	–	1	–	–	–	1	–	–	–
Oakland Tribune	–	–	–	2	2	–	–	–	–	–	–	–	–	1	–	–	1
Oregon Hist. Q.	–	1	–	–	1	–	–	–	–	–	–	–	–	–	1	–	–
Personnel J.	2	2	–	–	–	–	1	–	–	–	1	–	–	2	–	–	–
Political Affairs J. of Marxist Thought	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Popular Electronics	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Psychol. Bul.	–	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Psych. Today	2	2	–	–	–	–	–	–	–	2	–	–	–	2	–	–	–
Reader's Digest	1	1	–	–	–	1	–	–	–	–	–	–	–	1	–	–	–
Renascence	–	1	–	–	–	–	–	1	–	–	–	–	–	–	1	–	–
San Francisco Bul.	–	–	2	–	2	–	–	–	–	–	–	–	–	2	–	–	–
San Francisco Chronicle	–	–	–	1	1	–	–	–	–	–	–	–	–	1	–	–	–
Saturday Rev.	1	1	–	–	–	–	–	–	1	–	–	–	–	1	–	–	–
Scientific Am.	4	4	–	–	–	–	–	3	1	–	–	–	–	4	–	–	–
Sky & Telescope	1	1	–	–	–	–	–	–	–	–	1	–	–	1	–	–	–
Times Literary Suppl.	–	1	–	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Together	–	–	–	1	–	–	–	–	1	–	–	–	–	1	–	–	–
Voice	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Volcano Weekly Ledger	–	–	1	–	1	–	–	–	–	–	–	–	–	1	–	–	–
Wall Street J.	–	–	–	2	–	2	–	–	–	–	–	–	–	2	–	–	–
World Oil	2	2	–	–	–	–	–	–	–	–	2	–	1	1	–	–	–
Totals	57	73	7	8	16	3	1	9	18	21	20	–	2	74	11	–	1
Total No. of Periodicals Borrowed by San Jose = 88																	